

## BOARD MEMBER SELF-EVALUATION

I have found that in developing Board leadership it is useful to periodically ask Board members to individually evaluate the Board as a whole from their unique perspectives and experiences. Individual responses can and should be kept confidential; the value of this exercise comes from the resulting composite of member evaluations. Periodic Board self-evaluation often leads to important insights about the Board's role in your organization, and both positive and negative responses provide useful direction for "next steps" in Board development.

### Board Role and Responsibilities

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Board members are familiar with the history of our organization and understand its mission to serve our community.
<input type="checkbox"/>	<input type="checkbox"/>	Our board members know the difference between the roles of management (the administrator's responsibility) and governance (the board's responsibility).
<input type="checkbox"/>	<input type="checkbox"/>	All board members realize that their commitment of time, effort, influence and leadership is the key to our organization's continued success.
<input type="checkbox"/>	<input type="checkbox"/>	Our board members understand their primary role is as policy-makers and delegate day-to-day management of this nonprofit to the administrator.
<input type="checkbox"/>	<input type="checkbox"/>	Our board recognizes its responsibility to hire an administrator, and to reconfirm confidence in him/ her each year by conducting a performance evaluation before renewing his/her contract.
<input type="checkbox"/>	<input type="checkbox"/>	Our board recognizes the importance of strategic planning, and takes time to "brainstorm" about the future of the organization.
<input type="checkbox"/>	<input type="checkbox"/>	We have long-range goals that are tied to our mission which sets forth reasonable and measurable objectives.
<input type="checkbox"/>	<input type="checkbox"/>	Board members update our strategic plan at least once a year.
<input type="checkbox"/>	<input type="checkbox"/>	This board monitors our financial situation in a responsible manner by approving the budget, monitoring monthly/quarterly financial reports and by conducting an annual audit.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Board members are active advocates who promote the interests of this nonprofit and the people we serve.
<input type="checkbox"/>	<input type="checkbox"/>	Board members offer their personal expertise to our nonprofit, but realize that in this role they are like any other outside consultant in that their advice and services may be accepted or rejected by the administrator.

### BOARD FUNDRAISING

<input type="checkbox"/>	<input type="checkbox"/>	We have a board policy that requires board members to channel all questions or complaints from as well as responses to the public or news media to the administrator.
<input type="checkbox"/>	<input type="checkbox"/>	All board members realize that they have an important public relations function and make sure that our nonprofit's mission is well-known by the community.
<input type="checkbox"/>	<input type="checkbox"/>	Our board has a plan for the active involvement of all board members in our organization's fundraising efforts.
<input type="checkbox"/>	<input type="checkbox"/>	Each board member realizes there is an expectation that he/she make a contribution to our organization -- each to his/her own level of financial means -- for annual operations, special campaigns and board sponsored events and activities.
<input type="checkbox"/>	<input type="checkbox"/>	Our board members know that fund raising cannot succeed unless they use their personal influence and connections in the community to the fullest.
<input type="checkbox"/>	<input type="checkbox"/>	Our board team makes its position on legislative issues known by lobbying, hosting meetings for lawmakers, and writing or calling legislators to support or defeat legislation that affects our organization.

### BOARD POLICIES & PROCEDURES

<input type="checkbox"/>	<input type="checkbox"/>	Our board members know, understand and follow all board policies as well as local, state and federal laws that apply to our organization.
<input type="checkbox"/>	<input type="checkbox"/>	We review all board policies periodically to make sure they are in compliance with any changes in the law.
<input type="checkbox"/>	<input type="checkbox"/>	Our board has a policy that requires board members to disclose any conflict of interest involving an issue before the board, and to abstain from discussion or voting on this issue.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	All board members understand their personal legal and ethical responsibilities in the governance of this nonprofit.
<input type="checkbox"/>	<input type="checkbox"/>	Our board members are covered by Directors and Officers insurance, and know the extent and limitation of this type of coverage.
<input type="checkbox"/>	<input type="checkbox"/>	An attorney or other specialist has explained to board members the potential financial liability from serving on a nonprofit organization's governing board.
<input type="checkbox"/>	<input type="checkbox"/>	Our board seeks legal counsel when necessary.

### BOARD EVALUATION

<input type="checkbox"/>	<input type="checkbox"/>	Board members realize they have a responsibility to identify and encourage qualified candidates to fill board vacancies.
<input type="checkbox"/>	<input type="checkbox"/>	Board members have identified the strengths and weaknesses of the current board, and are committed to recruiting potential board members who will be assets to the board team.
<input type="checkbox"/>	<input type="checkbox"/>	All new members receive a formal orientation from the board and the administrator.
<input type="checkbox"/>	<input type="checkbox"/>	We have a board policy that outlines how board officers are elected, and job descriptions that spell out the duties and responsibilities of each position.
<input type="checkbox"/>	<input type="checkbox"/>	Board members read and discuss relevant information about the issues affecting our nonprofit.
<input type="checkbox"/>	<input type="checkbox"/>	As a board, we carefully select new officers based on their skills and leadership abilities.
<input type="checkbox"/>	<input type="checkbox"/>	We have an ongoing plan for board development, and budget adequate funds for retreats, conferences, training programs and materials.
<input type="checkbox"/>	<input type="checkbox"/>	Board members attend workshops, conferences or seminars whenever possible.
<input type="checkbox"/>	<input type="checkbox"/>	Our board evaluates its own performance as a team each year and sets goals to improve and shortcomings.