

# Board Self-Assessment Questionnaire

## Section 1: Board & Staff Roles

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
The roles and responsibilities of our board are clearly defined and separate from those of the staff.	<input type="checkbox"/>					
Our board takes the primary responsibility for setting the organization's policies.	<input type="checkbox"/>					
Board members seldom assume roles and responsibilities that belong to staff.	<input type="checkbox"/>					
The board delegates to the organization's chief executive sufficient authority to lead the staff and carry out the organization's mission.	<input type="checkbox"/>					
Board members do not interact with staff directly to influence staff behavior or program management without first coordinating with and getting the agreement of the chief executive officer.	<input type="checkbox"/>					
When a problem or conflict arises between board and staff, we move quickly and effectively to resolve it.	<input type="checkbox"/>					

## Section 2: Policy Making Practices

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
If a new policy is needed for the board or the organization as a whole, the issue is clearly presented to and discussed by the board.	<input type="checkbox"/>					
The full board approves all new organizational policies before they are implemented.	<input type="checkbox"/>					
Policies exist for key areas such as finance, human resources, safety, conflicts of interest, legal and ethical compliance, and any other functions unique to our organization's work.	<input type="checkbox"/>					
Our organization's policies are effectively communicated to all board members.	<input type="checkbox"/>					
The board reviews policies at least every two years, and updates them as needed.	<input type="checkbox"/>					
The board revisits its role as the policy-making body of the organization at least every two years to ensure it is meeting this responsibility and has not drifted off-course into areas belonging to the staff.	<input type="checkbox"/>					

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## Section 3: Planning Practices

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
Our organization's mission and purpose are clearly understood and accepted by our board.	<input type="checkbox"/>					
The mission and purpose of the organization are reviewed by the board each time strategic planning takes place to ensure that they are aligned with current program activities.	<input type="checkbox"/>					
The members of the board reach consensus on a vision that communicates where the organization will be headed over the next 3-5 years.	<input type="checkbox"/>					
The full board collaboratively reviews and updates the organization's strategic plan at least every two years.	<input type="checkbox"/>					
Staff develop and carry out annual action plans based on the board-approved strategic plan.	<input type="checkbox"/>					
The board is thoroughly briefed by the staff on annual plans developed by staff.	<input type="checkbox"/>					

## Section 4: Fiscal Management Practices

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
The organization's annual budget is fully discussed and understood by the board prior to approving it.	<input type="checkbox"/>					
The fiscal health of our organization is regularly reviewed and any necessary board actions are taken thoughtfully but quickly.	<input type="checkbox"/>					
Board leadership takes steps to ensure that fiscal reports are thoroughly understood by all board members.	<input type="checkbox"/>					
The annual report of our organization's independent auditor is reviewed by the board and any necessary actions are taken in a timely way.	<input type="checkbox"/>					
Board members are fully aware of their legal responsibilities for the organization's fiscal management.	<input type="checkbox"/>					
The board regularly reviews the financial investment practices and portfolio performance of the organization.	<input type="checkbox"/>					

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## Section 5: Fundraising Practices

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
Board members are updated regularly on our knowledge of new best practices in the field of philanthropy.	<input type="checkbox"/>					
Our organization's fund raising needs and strategies are understood by the board.	<input type="checkbox"/>					
The board has a clear policy on board members' responsibility to participate in fundraising efforts.	<input type="checkbox"/>					
Board members play an active role in the organization's fundraising efforts.	<input type="checkbox"/>					
The board periodically engages in long-range fiscal planning to ensure an adequate flow of financial resources to the organization over time.	<input type="checkbox"/>					
Capital fundraising needs are reviewed and included by the board as a part of the organization's strategic planning.	<input type="checkbox"/>					

## Section 6: Board Structure and Practices

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
Our board's structure allows us to get our work done in a timely and effective way.	<input type="checkbox"/>					
The board's ad hoc and standing committees streamline our work process and increase board effectiveness.	<input type="checkbox"/>					
Our board's size is about right.	<input type="checkbox"/>					
Our members' terms on the board are about the right length.	<input type="checkbox"/>					
We consciously select and prepare board officers for their leadership responsibilities.	<input type="checkbox"/>					
Board members have a working knowledge of the organization's by-laws.	<input type="checkbox"/>					

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## Section 7: Board Committees

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
The board updates the needs for ad hoc and standing committees and revises the structure as necessary at the beginning of each fiscal year.	<input type="checkbox"/>					
Ad hoc and standing committee assignments generally reflect the interests and expertise of individual board members.	<input type="checkbox"/>					
Standing and ad hoc committees complete their tasks in an effective and timely way.	<input type="checkbox"/>					
Most board members actively participate in standing committee activities.	<input type="checkbox"/>					
Standing and ad hoc committees report on their progress to the full board in a timely way, but at least quarterly.	<input type="checkbox"/>					
Each standing committee establishes its goals and plans at the beginning of the fiscal year and then modifies them as needed.	<input type="checkbox"/>					

## Section 8: Board Meetings

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
Our board's meetings schedule has the right number and length of meetings.	<input type="checkbox"/>					
The agendas of our board meetings and supporting written material are provided in advance of meetings.	<input type="checkbox"/>					
Board leaders and standing committee members contribute items to meeting agendas.	<input type="checkbox"/>					
Board meetings are generally well-run and make good use of members' time.	<input type="checkbox"/>					
Our board tends to brainstorm and identify creative approaches to problem-solving.	<input type="checkbox"/>					
Our board thoroughly examines the pros and cons of all major issues and makes fully informed decisions.	<input type="checkbox"/>					

# Board Self-Assessment Questionnaire

## Section 9: Board Membership & Orientation

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
The areas of expertise, skills, and other factors we need to be an effective board for this organization are adequately represented among current board members.	<input type="checkbox"/>					
Our board successfully assesses the expertise, skills, and other contributions we need from potential new board members to maintain or increase our effectiveness.	<input type="checkbox"/>					
We actively recruit new board members based on identified needs and not merely to fill a board vacancy.	<input type="checkbox"/>					
When seeking members for the board, we use a wide variety of referral sources within the communities we serve.	<input type="checkbox"/>					
Our board and staff inform new board members about responsibilities and important organizational information through a structured new member orientation program.	<input type="checkbox"/>					
We annually assess the knowledge and skills needs of board members and address any identified gaps in an annual board development plan.	<input type="checkbox"/>					

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## Section 10: Monitoring & Evaluation Practices

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
Board members are adequately knowledgeable about the organization's programs and services.	<input type="checkbox"/>					
We periodically review with the chief executive the possibilities of adding new programs and services, and modifying or discontinuing current programs and services.	<input type="checkbox"/>					
Our board keeps itself informed of our organization's performance against predetermined plans and goals.	<input type="checkbox"/>					
The effectiveness of our board and committee structure is assessed at least every two years.	<input type="checkbox"/>					
We annually assess our board members' satisfaction with their participation on the board.	<input type="checkbox"/>					
We regularly evaluate the effectiveness of our board meetings.	<input type="checkbox"/>					

## Section 11: External Relations Practices

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Applicable
Our board regularly assesses the effectiveness of our relations with our key external constituent groups.	<input type="checkbox"/>					
Most of our individual board members are active either professionally or personally within the communities served by our organization.	<input type="checkbox"/>					
The board has approved effective marketing and public relations strategies for the organization.	<input type="checkbox"/>					
Individual board members actively support public relations and marketing events that benefit the organization during the fiscal year.	<input type="checkbox"/>					
A majority of board members attends critical organizational events designed to promote the organization with key publics (annual meeting, annual programmatic kick-off event, openings of major new programs, etc.)	<input type="checkbox"/>					
Board members are clear about who serves as official spokesperson for the organization.	<input type="checkbox"/>					