



Board of Directors’ Assessment Tool

Please evaluate ***THE BOARD’S PERFORMANCE***. Please use the key at the bottom of this exercise. Please rank your level of satisfaction with fellow board members’ performance by circling **ONE** number in each of the rows across.

Members understand their responsibilities.	5	4	3	2	1	NA
Members understand the role of the board.	5	4	3	2	1	NA
Members understand (INSERT ORGANIZATION NAME’S) mission.	5	4	3	2	1	NA
Members understand the organizations’ financial situation.	5	4	3	2	1	NA
Members have knowledge of organization’s programs.	5	4	3	2	1	NA
Members understand their role in fundraising.	5	4	3	2	1	NA
Members believe that things are running smoothly.	5	4	3	2	1	NA
The Board is committed and involved.	5	4	3	2	1	NA

Use this key to determine ranking

5	Excellent job in this area.
4	Good, respectable job in this area.
3	OK job in this area but needs improvement.
2	We don’t do this well. Poor performance in this area holds us back as an organization.
1	Nothing done in this area.
n/a	Need more information in this area before assigning a rating.

Below is a list of specific responsibilities from the board job description. How would you rate your involvement in each area (1 = Excellent, 2 = Satisfactory, 3 = Needs Work, 4 = Poor)?

Time Commitment

- _____ Attend board orientation and training sessions.
- _____ Attend board meetings, committee meetings and annual planning retreat.
- _____ Complete assignments and prepare for meetings by reading the board packet and material in advance of the meeting.

Participation

- _____ financially support our organization to the best of my ability.
- _____ Participate in meetings and ask appropriate questions when needed.
- _____ Serve on at least one committee of the board.
- _____ Provide assistance to staff at their request.
- _____ Act as an advocate for the organization to the public.

Knowledge and Participation

- _____ Educate myself on the purpose, history and needs of the organization.
- _____ Keep current on outside trends and issues affecting the organization.
- _____ Keep current on the role and responsibility of board involvement.



In your opinion, what are the one or two most important things the board could do to improve its performance? (Please be specific if you are able.)

Board Members Self-Appraisal

Please rate yourself on the questions below using the following ranking guide:

- 1 never a problem
- 2 sometimes a problem
- 3 increasingly a problem
- 4 now a definite hindrance

	I am able to attend scheduled meetings.
	I arrive on time for meetings.
	My schedule is flexible enough to attend ad hoc, urgent or emergency meetings.
	My career does not conflict with my position on the board.
	I am able to discuss controversial topics effectively.
	I am able to provide helpful advice in a non critical and positive manner.
	I review background material before meetings.
	I work easily with other members of the board.
	I work easily with the executive director.
	I keep an open mind on issues.
	I make at least one positive contribution to each meeting.
	I have a high level of commitment to and interest in our organization.
	I participate actively on at least one committee.
	I participate in fundraising as requested by staff and make an appropriate personal financial contribution.
	I speak positively about our organization in public.
	I understand my role as a board member and if I have questions I seek out answers with the appropriate source.
	I understand the organization's programs.
	I understand the organization's financial situation.
	I come prepared to meetings having reviewed all board packet materials.
	I make a financial contribution comfortable for my family each year.



How well does our organization meet your expectations for your board experience?

What could be done to improve your satisfaction with your board experience?

What could be done to improve relationships among board members?

Is there additional training you would like to be provided to you?
Board fiscal responsibility? Mission programs? Fundraising?

Anything else you would like to add?

Thank you for taking the time to fill out this survey. It will help us to become a better organization.