

Sample Format for Board Evaluation

	Name:(optional)	5	4	3	2	1
		Very Good	Good	Fair	Poor	Very Poor
1	Board members clearly understand the roles and responsibilities of a Board					
2	Board members understand the organization's mission and its products and/or programs					
3	Nonprofit has clear organizational structure (Board, officers, committees, CEO and staff)					
4	Board has clear goals and actions resulting from relevant and realistic strategic planning					
5	Board attends to policy-related decisions which guide activities of Board and staff					
6	Board receives regular reports on finances/budgets, products/program performance and other important matters					
7	Board helps set fundraising goals and is actively involved in fundraising					
8	Board effectively represents the organization to the community					
9	Board meetings facilitate progress and focus on important organizational matters					
10	Board regularly monitors and evaluates progress toward strategic goals and product/program performance					
11	Board regularly evaluates CEO					
12	Board has approved comprehensive personnel policies which have been reviewed by a qualified professional					
13	Each member of the Board feels involved and interested in the board's work					
14	All necessary skills, stakeholders and diversity are represented on the Board					

Please list the three to five points on which you believe the Board should focus its attention in the next year. Be as specific as possible in identifying these points.

1.
2.
3.
4.
5.

Board Self-Evaluation¹

Boards are accountable to the public to ensure that they are operating in a highly effective fashion. It's not unusual for members of a Board to fall into the "same old way of doing things," an approach that becomes quite stale and even ineffective. One of the few ways to identify and address the problem is for the board to conduct a self-evaluation.

But a Board should be evaluating itself once a year, whether there are apparent major problems or not. Members contribute a great deal of time, energy and expertise to the workings of their Board. They deserve to know how they are doing overall. Besides, it's a little hypocritical for Board members to evaluate the CEO and programs without evaluating the Board itself.

Board evaluation need not take substantial time and energy. Often a little bit of effort can reveal a lot of information about the quality of the Board. All Board members and the Chief Executive, if applicable, can use the following table, to get an impression of how well the Board is doing in meeting its duties. The table is a rather basic form for

board evaluation. But, if the evaluation is conducted wholeheartedly, the form should indicate how the Board is generally doing in conducting its role.

Each member and CEO, if applicable, should complete the form about four weeks before a Board retreat. They attach suggestions about how the Board could get higher ratings for any or all the following 14 considerations.

Ideally, someone from outside the organization receives the completed forms, collates the results and writes a report indicating the number of respondents and the overall ratings for each of the 14 categories. The report also conveys comments provided by respondents, unless they request their comments to be confidential

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