

Board Self-Evaluation Questionnaire

A Tool for Improving Governance Practice For Voluntary and Community Organizations

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Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

A. How Well Has the Board Done Its Job?

- 1. Our organization has a three to five-year strategic plan or a set of clear long range goals and priorities. 1 2 3 4 5
- 2. The board’s meeting agenda clearly reflects our strategic plan or priorities. 1 2 3 4 5
- 3. The board has insured that the organization also has a one-year operational or business plan. 1 2 3 4 5
- 4. The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies. 1 2 3 4 5
- 5. The board ensures that the organization’s accomplishments and challenges are communicated to members and stakeholders. 1 2 3 4 5
- 6. The board has ensured that members and stakeholders have received reports on how our organization has used its financial and human resources. 1 2 3 4 5

My overall rating (add together the total of the numbers circled):

Excellent (28+) Very Good (20-27) Good (15-19)

Satisfactory (12-18) Poor (7-11)

B. How Well Has the Board Conducted Itself?

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- 1. The board has taken responsibility for recruiting new board members. 1 2 3 4 5
- 2. The board has planned and led the orientation process for new board members. 1 2 3 4 5
- 3. The board has a plan for director education and further board development. 1 2 3 4 5
- 4. Our board meetings are always interesting. 1 2 3 4 5

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| 5. Our board meetings are frequently fun. | 1 | 2 | 3 | 4 | 5 |
| 6. Board members are aware of what is expected of them. | 1 | 2 | 3 | 4 | 5 |
| 7. The agenda of board meetings is well planned so that we are able to get through all necessary board business. | 1 | 2 | 3 | 4 | 5 |
| 8. It seems like most board members come to meetings prepared. | 1 | 2 | 3 | 4 | 5 |
| 9. We receive written reports to the board in advance of our meetings. | 1 | 2 | 3 | 4 | 5 |
| 10. All board members participate in important board discussions. | 1 | 2 | 3 | 4 | 5 |
| 11. We do a good job encouraging and dealing with different points of view. | 1 | 2 | 3 | 4 | 5 |
| 12. We all support the decisions we make. | 1 | 2 | 3 | 4 | 5 |

My overall rating:

Excellent (50+) Very Good (40-49) Good (30-49) Satisfactory (20-29) Poor (10-19)

C. Board's Relationship with Executive Director

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

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| 1. The board trusts the judgment of the Executive Director | 1 | 2 | 3 | 4 | 5 |
| 2. The Board provides direction to the Executive Director by setting new policies or clarifying existing ones. | 1 | 2 | 3 | 4 | 5 |
| 3. The board has discussed as communicated the kinds of information and level of detail it requires from the Executive Director on what is happening in the organization. | 1 | 2 | 3 | 4 | 5 |
| 4. The board has developed formal criteria and a process for evaluating the Executive Director | 1 | 2 | 3 | 4 | 5 |
| 5. The board, or a committee of the board, has formally evaluated the Executive Director within the past 12 months. | 1 | 2 | 3 | 4 | 5 |
| 6. The board evaluates the Executive Director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy. | 1 | 2 | 3 | 4 | 5 |
| 7. The board provides feedback and shows its appreciation to the Executive Director on a regular basis. | 1 | 2 | 3 | 4 | 5 |
| 8. The board ensures that the Executive Director is able to take advantage of professional development opportunities. | 1 | 2 | 3 | 4 | 5 |
| 9. There is a clear understanding of where the board's role ends and the Executive Director's begins. | 1 | 2 | 3 | 4 | 5 |
| 10. There is good two-way communication between the board and the Executive Director. | 1 | 2 | 3 | 4 | 5 |

My overall rating:

Excellent (45+) Very Good (39-44) Good (29-38) Satisfactory (20-28) Poor (11-19)

D. Performance of Individual Board Members (*Not to be shared*)

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

- 1. I am aware of what is expected of me as a board member. 1 2 3 4 5
- 2. I have a good record of meeting attendance. 1 2 3 4 5
- 3. I read the minutes, reports and other materials in advance of our board meetings. 1 2 3 4 5
- 4. I am familiar with what is in the organization’s by-laws and governing policies 1 2 3 4 5
- 5. I frequently encourage other board members to express their opinions at board meetings. 1 2 3 4 5
- 6. I am encouraged by other board members to express my opinions at board meetings. 1 2 3 4 5
- 7. I am a good listener at board meetings. 1 2 3 4 5
- 8. I follow through on things I have said I would do. 1 2 3 4 5
- 9. I maintain the confidentiality of all board decisions. 1 2 3 4 5
- 10. When I have a different opinion than the majority, I raise it. 1 2 3 4 5
- 11. I support board decisions once they are made even if I do not agree with them. 1 2 3 4 5
- 12. I promote the work of our organization in the community whenever I had a chance to do so. 1 2 3 4 5
- 13. I stay informed about issues relevant to our mission and bring information to the attention of the board. 1 2 3 4 5

My overall rating:

Excellent (55+) Very Good (45-54) Good (32-44) Satisfactory (20-31) Poor (13-19)

Top 10 Duties of Non-Profit Board Members

- 1) HIRE AND SET COMPENSATION FOR THE CEO OR EXECUTIVE DIRECTOR.
- 2) BOARD MEMBERS HAVE LEGAL AND FIDUCIARY DUTIES.
- 3) BOARD MEMBERS ARE RESPONSIBLE FOR ADVANCING THE MISSION OF THE ORGANIZATION.
- 4) GOVERNANCE IS AN IMPORTANT PART OF A BOARD MEMBER'S DUTIES.
- 5) BOARD MEMBERS SERVE AS ADVOCATES FOR THE ORGANIZATION'S MISSION.
- 6) BOARD DEVELOPMENT IS AN ONGOING PROCESS FOR BOARD MEMBERS.
- 7) BOARD MEMBERS SHOULD SERVE ON AT LEAST ONE COMMITTEE.
- 8) FUNDRAISING IS A DUTY OF EVERY BOARD MEMBER.
- 9) OVERSEEING THE DOCUMENTATION OF AGENDAS AND MINUTES
- 10) BOARD MEMBERS SHOULD PLAN FOR THEIR SUCCESSORS.