

BOARD SELF-EVALUATION

Boards should periodically assess the operation of the board team and determine if and how they can do the job better.

The following simple questions can be answered in less than 15 minutes. Consider using this form annually at a special board meeting or retreat. Discuss responses with team members and use the evaluation to set goals to improve your board team operations.

Our board prepares to do its job by...

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| YES | NO | Conducting a thorough orientation for all new board members. |
| YES | NO | Integrating new members into the team as quickly as possible |
| YES | NO | Attending board development conferences. |
| YES | NO | Providing monthly board development activities for all board members. |
| YES | NO | Performing an annual self-evaluation of board operations. |
| YES | NO | Providing all board members with copies of the mission statement, bylaws, PHA Plan, and all other important documents of the agency. |
| YES | NO | Touring all facilities at least once a year |

Our board ensures good meetings by...

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| YES | NO | Limiting most meetings to two hours or less. |
| YES | NO | Providing a comfortable meeting room conducive to business. |
| YES | NO | Convening and adjourning on time. |
| YES | NO | Sticking to the prepared agenda. |
| YES | NO | Working for consensus rather than fighting for a majority. |
| YES | NO | Following a businesslike system of parliamentary rules. |
| YES | NO | Including the executive director as a resource for all deliberations. |
| YES | NO | Confining all discussions to policy issues rather than management issues. |
| YES | NO | Allowing/encouraging all board members to participate in discussion. |

Individual board members...

YES	NO	Attend at least 90% of all board meetings and committee meetings to which they're assigned.
YES	NO	Come to meetings prepared to discuss agenda items.
YES	NO	Come to meetings on time.
YES	NO	See themselves as part of a team effort.
YES	NO	Act as advocates for the agency.
YES	NO	Attempt to exercise authority only during official meetings of the board.
YES	NO	Represent the broad interest of the agency and all constituents, not special interests.
YES	NO	Understand that the most efficient way to govern is to vest management in the executive director.
YES	NO	Understand how the agency is doing in key areas of performance.
YES	NO	Know their responsibilities as trustees of the agency.

Our board plans for the future of the organization by...

YES	NO	Annually reviewing and approving the mission statement.
YES	NO	Annually reviewing progress toward the agency's strategic plan and modifying the plan as needed.
YES	NO	Reviewing and monitoring key improvement plans.
YES	NO	Operating from opportunity to opportunity rather than crisis to crisis.

Reinforcements and solutions:

In which of the major categories above does our board show real strength?

In which of the major categories above does our board need improvement?