

BOARD SELF-EVALUATION CHECKLIST

Board Role

Yes No Uncertain

			Board members are familiar with our organization’s history, and understand its mission to serve our community.
			Our Board members understand their primary role is as policy-makers, and delegate day-to-day management of this non-profit organization to the administrator.
			The Board recognizes its responsibility to employ an administrator, and to reconfirm confidence in him/her each year by conducting a performance evaluation.
			Board members are active advocates who promote the interests of our organization and the people we serve, i.e. they talk “loud and proud” about our work.
			Our Board members offer their personal expertise and advice understanding that in this role they act as outside consultants whose services and counsel may be accepted, rejected or modified by the administrator.

Board Responsibilities and Policies
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Yes No Uncertain

			Our Board has an established a committee structure which provides oversight of our organization’s finances, operations, fundraising, facilities and programs in addition to selecting new Board members.
			We have a policy that requires Board members to channel all questions, responses or complaints from the public or news media to our administrator.
			We periodically review all Board policies and procedures to ensure they are in compliance with federal, state and local regulations as well as responsive to the present-day requirements of our organization.
			Our Board members are indemnified by Directors and Officers Insurance, and know the extent and limitations of this coverage.

Board Fundraising

Yes No Uncertain

			Each Board member is expected to make an annual unrestricted contribution, each to his/her own level of financial means, in addition to an occasional “over and above” gift commitment in support of a Board approved major fundraising campaign.
			We expect all Board members to be actively involved in ways they can be most helpful in the organization’s fundraising activities and events.

Board Membership

Yes No Uncertain

			Board members recognize their responsibility to identify and encourage, through an established nominating process, qualified candidates to fill Board vacancies.
			All new Board members receive a formal orientation focusing on the elements of this <i>Board Self-Evaluation Checklist</i> .
			We have clearly-articulated position descriptions for Board members as well as task descriptions for each Board committee.
			Our formal Board meetings are conducted in a manner which encourages Board member participation, and do not unreasonably extend the time to conduct Board business.
			The Board formally evaluates its own performance annually.

Board Strategic Planning

Yes No Uncertain

			The Board recognizes the importance of strategic planning, and has established near- and long-term goals with reasonable and measurable objectives to be met.
			Board members review, evaluate and update as necessary our organization’s strategic plan at least once a year.

“How does your Board measure-up?”