

Board Self-Evaluation Questionnaire for Adam's House

A Tool for Improving the Governance Practices of Non-Profit Organizations

Please return your completed survey by Friday, August 12 to Robin Cabral via email at rcabral@developmentconsultingsolutions.com or by mail to Robin Cabral, Development Consulting Solutions, 379 Brownell Avenue, New Bedford, MA 02740.

This survey asks you to assess your organization's performance in corporate governance. Your answers, combined with others, will be provided to the board in a summary report for conversation and action.

Please be candid and note anything that you do not want included in the summary report distributed to the board.

Your responses are anonymous. Please complete only one copy of this survey.

A. How Well Has the Board Done Its Job?

*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. Our organization operates with a strategic plan or a set of measurable goals and priorities. | 1 | 2 | 3 | 4 | 5 |
| 2. The board's regular meeting agenda items reflects our strategic plan or priorities. | 1 | 2 | 3 | 4 | 5 |
| 3. The board has created or reviewed, in this period, some key governance job descriptions (e.g board chair, directors, and committees. | 1 | 2 | 3 | 4 | 5 |
| 4. The board regularly assess itself. | 1 | 2 | 3 | 4 | 5 |
| 5. The board gives direction to staff on how to achieve the goals by setting, referring to, or revising policies. | 1 | 2 | 3 | 4 | 5 |

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| 6. The board has identified and reviewed the organization's relationship with each of its key stakeholders. | 1 | 2 | 3 | 4 | 5 |
| 7. The board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders. | 1 | 2 | 3 | 4 | 5 |
| 8. The board has ensured that 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 (30+) Satisfactory (29-16) Poor (15-)

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).*

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|---|---|---|---|---|---|
| 1. As board members we are aware of what is expected of us. | 1 | 2 | 3 | 4 | 5 |
| 2. The agenda of board meetings are well planned so that we are able to get through all necessary board business. | 1 | 2 | 3 | 4 | 5 |
| 3. Most board members come to meetings prepared. | 1 | 2 | 3 | 4 | 5 |
| 4. We receive written reports and minutes in advance of our meetings. | 1 | 2 | 3 | 4 | 5 |
| 5. All board members participate in important board discussions. | 1 | 2 | 3 | 4 | 5 |
| 6. We regularly talk about short and long-term challenges facing the organization. | 1 | 2 | 3 | 4 | 5 |
| 7. We have board meetings on a regular schedule. | 1 | 2 | 3 | 4 | 5 |
| 8. We understand that no one board member has more authority than another. | 1 | 2 | 3 | 4 | 5 |
| 9. We understand the difference between serving on a board and working as a volunteer. | 1 | 2 | 3 | 4 | 5 |

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| 10. We do a good job encouraging and dealing with different points of view. | 1 | 2 | 3 | 4 | 5 |
| 11. We all support the decisions we make. | 1 | 2 | 3 | 4 | 5 |
| 12. We examine our composition and our strengths before we recruit new board members. | 1 | 2 | 3 | 4 | 5 |
| 13. We consider issues of diversity when identifying candidates for membership. | 1 | 2 | 3 | 4 | 5 |
| 14. We have written recruitment policies and procedures. | 1 | 2 | 3 | 4 | 5 |
| 15. We interview and seek commitment to expectations before someone is nominated to the board. | 1 | 2 | 3 | 4 | 5 |
| 16. Our performance expectations include fundraising. | 1 | 2 | 3 | 4 | 5 |
| 17. Our board has ample number. | 1 | 2 | 3 | 4 | 5 |
| 18. We have by-laws that limit terms of board members. | 1 | 2 | 3 | 4 | 5 |
| 19. We have a regular orientation for new board members. | 1 | 2 | 3 | 4 | 5 |
| 20. We have active board committees with clear roles. | 1 | 2 | 3 | 4 | 5 |
| 21. We have non-board members serving on committees. | 1 | 2 | 3 | 4 | 5 |
| 22. Our board meetings are always interesting. | 1 | 2 | 3 | 4 | 5 |
| 23. Our board meetings are frequently fun. | 1 | 2 | 3 | 4 | 5 |

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

Excellent (90+) Satisfactory (89-46) Poor (45-)

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. There is a clear understanding where the board's role ends and the executive director's begins. | 1 | 2 | 3 | 4 | 5 |
| 2. There is good two-way communication between the board and the executive director. | 1 | 2 | 3 | 4 | 5 |
| 3. The board trusts the judgment of the executive director. | 1 | 2 | 3 | 4 | 5 |
| 4. The board provides direction to the executive director by setting and reviewing policies. | 1 | 2 | 3 | 4 | 5 |
| 5. The board has discussed and communicated the kinds of information and level of detail it requires from the executive director. | 1 | 2 | 3 | 4 | 5 |
| 6. The board has developed formal criteria and a process for evaluating the executive director. | 1 | 2 | 3 | 4 | 5 |
| 7. The board, or a committee of the board, has formally evaluated the executive director within the past 12 months. | 1 | 2 | 3 | 4 | 5 |
| 8. 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 |
| 9. The board provides feedback and shows its appreciation to the executive director on a regular basis. | 1 | 2 | 3 | 4 | 5 |
| 10. The board ensures that the executive director is able to take advantage of professional development opportunities. | 1 | 2 | 3 | 4 | 5 |

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

Excellent (40+) Satisfactory (39-20) Poor (19-)

D. My Performance as an Individual Board Member

*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. I am aware of what is expected of me as a board member. | 1 | 2 | 3 | 4 | 5 |
| 2. I am aware of the role of the board. | 1 | 2 | 3 | 4 | 5 |
| 3. I am aware of the specific skill(s) I am expected to use. | 1 | 2 | 3 | 4 | 5 |
| 4. I have a good record of meeting attendance. | 1 | 2 | 3 | 4 | 5 |
| 5. I read the minutes, reports, and other materials in advance of our board meetings. | 1 | 2 | 3 | 4 | 5 |
| 6. I am familiar with what is in the organization's by-laws and governing policies. | 1 | 2 | 3 | 4 | 5 |
| 7. I recommend individuals for service to this board. | 1 | 2 | 3 | 4 | 5 |
| 8. I have a good working relationship with the executive director. | 1 | 2 | 3 | 4 | 5 |
| 9. I read and understand the organization's financial statements. | 1 | 2 | 3 | 4 | 5 |
| 10. I give a significant annual gift to the organization. | 1 | 2 | 3 | 4 | 5 |
| 11. I participate in fundraising for the organization and attend most events. | 1 | 2 | 3 | 4 | 5 |
| 12. I am knowledgeable about the organization's programs. | 1 | 2 | 3 | 4 | 5 |
| 13. I understand and support the mission of the organization. | 1 | 2 | 3 | 4 | 5 |
| 14. I frequently encourage other board members to express their opinions at board meetings. | 1 | 2 | 3 | 4 | 5 |
| 15. I am encouraged by other board members to express my opinions at board meetings. | 1 | 2 | 3 | 4 | 5 |
| 16. I am a good listener at board meetings, and don't engage in side conversations. | 1 | 2 | 3 | 4 | 5 |
| 17. I follow through on things I have said I would do. | 1 | 2 | 3 | 4 | 5 |

18. I maintain the confidentiality of all board decisions.	1	2	3	4	5
19. When I have a different opinion than the majority, I raise it.	1	2	3	4	5
20. I support board decisions once they are made even if I do not agree with them.	1	2	3	4	5
21. I am an active member of one or more committees.	1	2	3	4	5
22. I promote the work of our organization in the community as a good-will ambassador whenever I have a chance to do so.	1	2	3	4	5
23. I stay informed about issues and trends relevant to our mission and bring information to the attention of the board.	1	2	3	4	5
24. I have had sufficient training for my role on this board.	1	2	3	4	5
25. I would be willing to do more for the organization if asked.	1	2	3	4	5
26. I feel that I am doing more than my fair share.	1	2	3	4	5
27. I am active in other community organizations.	1	2	3	4	5
28. I respect my fellow board members and feel they respect me.	1	2	3	4	5
29. I am familiar with the organizations that work as our partners.	1	2	3	4	5
30. I find serving on the board to be a satisfying and rewarding experience.	1	2	3	4	5

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

Excellent (120+) Satisfactory (119-60) Poor (59-)

E. Feedback to the Chair of the Board

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 chair is well prepared for board meetings. | 1 | 2 | 3 | 4 | 5 |
| 2. The chair helps the board stick to the agenda. | 1 | 2 | 3 | 4 | 5 |
| 3. The chair tries hard to ensure that every board member has an opportunity to be heard. | 1 | 2 | 3 | 4 | 5 |
| 4. The chair is skilled at managing different points of view. | 1 | 2 | 3 | 4 | 5 |
| 5. The chair demonstrates versatility in facilitating board discussions. | 1 | 2 | 3 | 4 | 5 |
| 6. The chair knows how to be direct with an individual board member when their behavior needs to change. | 1 | 2 | 3 | 4 | 5 |
| 7. The chair helps the board work well together. | 1 | 2 | 3 | 4 | 5 |
| 8. The chair demonstrates good listening skills. | 1 | 2 | 3 | 4 | 5 |
| 9. The board supports the chair. | 1 | 2 | 3 | 4 | 5 |
| 10. The chair is effective in delegating responsibility amongst board members. | 1 | 2 | 3 | 4 | 5 |
| 11. The chair supports the committees of the board. | 1 | 2 | 3 | 4 | 5 |

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

Excellent (45+) Satisfactory (34-24) Poor (23-)



➤ **Write any comments below. Please return by the due date on the front page. Thank you.**

Providing your name is optional. _____