

Self-Assessment for Nonprofit Governing Boards

Adapted from the National Center for Nonprofit Boards

Totals and Comments – 6.22.19 *Board has determined they will work on items rated at or below 2.5 first.*

Responsibility 1: Determine the Organization's Mission and Purpose

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| 1-1 | All board members are familiar with the current mission statement? | 3.3 |
| 1-2 | The current mission statement is appropriate for the organization's role in the next two to four years? | 3.8 |
| 1-3 | The board's policy decisions and the organization's program and services reflect the mission? | 3.3 |

Responsibility 2: Select and Support the Executive, and Review His or Her Performance Periodically

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| 2-1 | A written job description clearly spells out the responsibilities of the leadership team? | 1.3 |
| 2-2 | The board respects the responsibilities distinct to the leadership team? | 3.8 |
| 2-3 | The board conducted its last search for an leadership team in a professional and competent manner? | 2.5 |
| 2-4 | The board assesses the leadership team's performance in a systematic and fair way on a regular basis? | 2.3 |

Responsibility 3: Approve and Monitor the Organization's Programs and Services

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| 3-1 | The board is knowledgeable about the organization's current programs and services? | 3.3 |
| 3-2 | The board knows the strengths and weakness of each major program? | 3 |
| 3-3 | The board periodically considers adopting new programs, and modifying or discontinuing current programs? | 3.6 |

Responsibility 4: Raise Money

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| 4-1 | The board understands the fundraising strategy for the organization? | 2 |
| 4-2 | The full board provides financial support to the organization on an annual basis? | 1 |
| 4-3 | Board members actively ask others in the community to provide financial support to the organization? | 1.8 |
| 4-4 | The board has a clear policy on the individual board member's responsibility to raise money? | 1.5 |

Responsibility 5: Ensure Effective Fiscal Management

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| 5-1 | The board discusses thoroughly the annual operating budget of the organization before approving it? | 2.3 |
| 5-2 | The board takes advantage of the budget process to consider the most effective allocation of limited resources? | 2.8 |
| 5-3 | The board receives financial reports on a regular basis that are understandable, accurate, and timely? | 3.4 |
| 5-4 | The board requires an annual audit and considers all recommendations made in the independent auditor's report and management? | 3.4 |

Responsibility 6: Engage in Strategic Planning

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| 6-1 | The board focuses much of its attention on long-term, significant policy issues rather than short-term administrative matters? | 1.5 |
| 6-2 | The board has a strategic vision of how the organization should be evolving over the next three to five years? | 1.5 |
| 6-3 | The board periodically engages in a strategic planning process that helps it consider how the organization should meet new opportunities and challenges? | 1.3 |

Responsibility 7: Carefully Select and Orient New Members

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| 7-1 | The board currently contains a sufficient range of expertise and experience to make it an effective governing body? | 2.5 |
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| 7-2 | The board has an effective process to identify the characteristics that new board members should bring to the organization? | 2.3 |
| 7-3 | The board regularly identifies candidates who offer the characteristics needed to strengthen the board composition? | 2.3 |
| 7-4 | The board provides new board members with a thorough orientation that includes board member responsibilities and important program and administrative information? | 1.5 |

Responsibility 8: Understand Relationships Between Board and Staff

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| 8-1 | The respective roles of the board and staff are clearly defined and understood? | 2.8 |
| 8-2 | The board gives the chief leadership team enough authority and responsibility to lead and manage the organization successfully? | 3.6 |
| 8-3 | The board has adopted adequate policies for staff selection, training, promotion, and grievance procedures? | 1.8 |

Responsibility 9: Enhance the Organization's Public Image

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| 9-1 | The board has approved an effective marketing and public relations strategy for the organization? | 2.3 |
| 9-2 | Board members talk about the organization to key people? | 3.1 |
| 9-2 | The board understands who can serve as the official spokesperson for the organization? | 2.5 |

Responsibility 10: Organize Itself So the Board Operates Efficiently

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| 10-1 | Board members are familiar with bylaws? | 2.9 |
| 10-2 | Board members receive clear and succinct agendas and supporting written materials sufficiently prior to board and committee meetings? | 3.6 |
| 10-3 | Committee assignments reflect the interests, experience, and skills of the board members? | 3.1 |

10-4 Board and committee meetings are well-organized, productive, and make good use of board members' time? 2.9

Responsibility 11: Ensure Sound Risk Management Policies

11-1 The board has approved a policy to enable the organization to manage and reduce risks to a tolerable level? 2

11-2 The board has an adequate amount of liability insurance to cover board members and staff in the event of lawsuits filed against them as individuals or against the organization as a whole? 2.8

11-3 The board periodically reviews all of the insurance carried by the organization to ensure that it is adequate and competitively priced (e.g. directors and officers, general liability, workers compensation)? 1

Amendment: On 7-9-19 the Board adopted the following policies

- Conflict of Interest
- Financial expectations of Board Members
- Increasing the Number of Board Members
- Attendance Recommendations for Board Members (removed in August)
- Professional Development Plan for Board Members (based on Self-Assessment)
- Development and Implementation of Stakeholder Surveys (added to Strategic Plan)

Adapted from the National Center for Nonprofit Boards Questionnaire for Board Members.