Nonprofit Board Member Self-Evaluation

This Self- Evaluation form is intended to elicit a meaningful discussion about the current composition of your board and its’ purpose, among other things. Board members will complete and return this completed form to the Executive Director/CEO/Board Chair.

Ratings Scale

1 – Strongly Disagree

2 – Disagree

3 – Neutral

4 – Agree

5 – Strongly Agree

\**Optional: Collect this data using a Google Form to help you create visual representations of your findings when you present it to the board. To obtain more responses that are useful, do not provide section and cumulative scoring keys.*

Board Member Name: Date:

#### **GOVERNANCE AND OVERSIGHT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Board has established clear goals and objectives, as well as a strategic plan, to guarantee that the organization's mission is carried out. | **1** | **2** | **3** | **4** | **5** |
| New Board members are given a job description and an orientation booklet, as well as adequate training to perform their duties efficiently. | **1** | **2** | **3** | **4** | **5** |
| The Board reflects the diversity of the community in terms of race, ethnicity, gender, and occupation. | **1** | **2** | **3** | **4** | **5** |
| Members consistently attend Board meetings and are prepared to report on their subcommittee work. | **1** | **2** | **3** | **4** | **5** |
| Board meetings focus on strategic goals, fundraising and policymaking rather than micromanagement of the nonprofit. | **1** | **2** | **3** | **4** | **5** |
| Board members meet 4-6 a year and track ongoing goal progress. | **1** | **2** | **3** | **4** | **5** |
| There are an adequate number of board members, exhibited by an even disbursement of work. | **1** | **2** | **3** | **4** | **5** |
| Meetings have purposeful agendas and are conducted in a way that permits them to be completed. | **1** | **2** | **3** | **4** | **5** |
| There is a clear policy in place for the nomination and election of new members that is fair and adds to the organization's progress. | **1** | **2** | **3** | **4** | **5** |

Total maximum number of points allowed in this section: 45 points Total:

*40-45 Excellent*

*36-40 Above Average*

*27-35 Adequate-Needs Improvement*

*18-26 Inadequate-Major Restructuring Needed*

*9-17 Poor Performance*

#### **STRATEGIC PLANNING AND IMPLEMENTATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Board of Directors is devoted to learning about and reviewing the nonprofit's goal and purpose. | **1** | **2** | **3** | **4** | **5** |
| The Board of Directors assured that a strategic plan is in place to ensure that the organization's objectives are met. | **1** | **2** | **3** | **4** | **5** |
| The content of the strategic plan is based in part on Board of Directors input when it is being prepared. | **1** | **2** | **3** | **4** | **5** |
| The Board of Directors has committed to the strategic plan and has based its tasks and sub-committee work on it. | **1** | **2** | **3** | **4** | **5** |
| Board of Directors evaluate their accomplishments every three years by examining the strategic plan with the help of independent counsel. | **1** | **2** | **3** | **4** | **5** |
| The Board of Directors meet once a year in a retreat setting to strengthen their bonds and progress their strategic strategy. | **1** | **2** | **3** | **4** | **5** |
| Board of Directors are aware of the nonprofit's fluid and changing elements and take them into consideration during the planning process. | **1** | **2** | **3** | **4** | **5** |

Total maximum number of points allowed in this section: 35 points Total: \_\_\_\_\_\_\_\_\_\_\_\_

*30-35 Excellent*

*24-29 Above Average*

*18-23 Adequate*

*12-17 Inadequate-Major Restructuring Needed*

*7-11 Poor*

**CEO AND THE BOARD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Each Director has a personal relationship with the CEO, which contributes to the Board and CEO's good working relationship. | **1** | **2** | **3** | **4** | **5** |
| Directors are eager to assist in the nurturing of donors. | **1** | **2** | **3** | **4** | **5** |
| The separation of job responsibilities between the Board of Directors and the CEO is well understood. | **1** | **2** | **3** | **4** | **5** |
| The Board of Directors has set the CEO up for success by giving him or her a detailed job description that advances the agency's goal. | **1** | **2** | **3** | **4** | **5** |
| The CEO is supported by the Directors, who provide an annual performance evaluation. The CEO has the chance to reply formally to the review as part of this procedure. | **1** | **2** | **3** | **4** | **5** |

Total maximum number of points allowed in this section: 25 points Total: \_\_\_\_\_\_\_\_\_\_\_\_

*23-25 Excellent*

*20-22 Above Average*

*15-19 Adequate-Needs Improvement*

*10-14 Inadequate-Major Restructuring Needed*

*5-9 Poor-New Members Needed*

#### **COMMITTEES AND THE BOARD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Committees are focused on their responsibilities and report on them during board sessions. | **1** | **2** | **3** | **4** | **5** |
| There are enough committees to address the nonprofit's advancement needs. | **1** | **2** | **3** | **4** | **5** |
| Each committee has a sufficient number of members to meet its aims and objectives. | **1** | **2** | **3** | **4** | **5** |
| The Board has delegated decision-making authority to each committee, and they have shown their appreciation for their efforts by refusing to redo them. | **1** | **2** | **3** | **4** | **5** |
| Non-board members are asked to serve on committees so that fresh leadership and volunteers can be recruited. | **1** | **2** | **3** | **4** | **5** |

Total maximum number of points allowed in this section: 25 points Total: \_\_\_\_\_\_\_\_\_\_\_\_

*23-25 Excellent*

*20-22 Above Average*

*15-19 Adequate-Needs Improvement*

*10-14 Inadequate-Major Restructuring Needed*

*5-9 Poor*

#### **FINANCES AND FUND DEVELOPMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Board of Directors creates a budget that advances the institution and its goals. | **1** | **2** | **3** | **4** | **5** |
| Board of Directors are aware that they are legally responsible for the assets they manage. They examine the organization's fiduciary conduct with caution and how financial matters are addressed. | **1** | **2** | **3** | **4** | **5** |
| The Board of Directors is dedicated to ensuring that the strategic plan meets the nonprofit's financial goals, allowing it to fulfill its objective. | **1** | **2** | **3** | **4** | **5** |
| Every board member contributes to the organization. | **1** | **2** | **3** | **4** | **5** |
| Board members make their personal networks available for the purpose of achieving financial goals. | **1** | **2** | **3** | **4** | **5** |
| Board members attend fund-raising events to connect with constituents, the community, and guests. | **1** | **2** | **3** | **4** | **5** |

Total maximum amount of points allowed in this section: 30 points Total: \_\_\_\_\_\_\_\_\_\_\_\_

*26-30 Excellent*

*21-25 Above Average*

*15-20 Adequate-Needs Improvement*

*10-14 Inadequate*

1. *- 9 Poor*

#### **ETHICS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Board members always put the success of the organization they serve ahead of their own. | **1** | **2** | **3** | **4** | **5** |
| Board members always portray themselves and the institution they serve with excellence and honesty in the community. | **1** | **2** | **3** | **4** | **5** |
| Board members recuse themselves from any decision-making processes where there may be a perceived or real conflict of interest. | **1** | **2** | **3** | **4** | **5** |

Total maximum number of points allowed in this section: 15 Total: \_\_\_\_\_\_\_\_\_\_\_\_

#### **TOTALS SUMMARY**

|  |  |  |
| --- | --- | --- |
| Governance and Policy |  |  |
| Strategic Planning and Implementation |  |  |
| CEO and the Board |  |  |
| Sub-committees and the Board |  |  |
| Finance and Fund Development |  |  |
| Ethics |  |  |
| **GRAND TOTAL** |  |  |

Maximum total allowable is 175 points

#### **SCORING RESULTS**

160 to 175 points – Excellent. Limited to little improvement needed.

140-159 - Above average. Fine tune a few points here and there to strengthen.

105-139 – Adequate. Needs some improvement. Choose one area at a time to improve before moving on to another. Set a timeframe for success

70-104 – Inadequate. Major restructuring is needed; likely need a third party to provide direct action steps in areas.

35-69 – Poor. Board members are not committed. Restructuring necessary to recover. Will need a third party to provide direct action steps in each area.