

## Non-Profit Board Assessment (May 2021 version)



### BOARD STRUCTURE

We have the optimal number of board members on our board.  
We have the right number of meetings per year to do our work.  
We have a thorough process for orienting new board members.  
We have a good process for recruiting new board members.  
We have selected a clear governing style.  
The roles of the organizational leader (ED/CEO) and the board chair are clear to all.  
The organizational leader (ED/CEO) is an ex officio board member but without a vote.  
The organizational leader (ED/CEO) is responsible for recruiting, hiring, evaluating, and terminating all other staff.  
The board chair and organizational leader (ED/CEO) communicate regularly to coordinate efforts.

### BOARD MEMBERS

Our board members are passionate about our mission and vision.  
Our board members are knowledgeable about the organization and its programs.  
Our board members understand the best practices of governance.  
Our board has a defined profile of the desirable characteristics and mix of skills we are looking for in new board members.  
We build a list of potential board candidates throughout the year.  
Our board as a whole contains all the knowledge and skills we need on a board.  
Our board members are loyal to the organization and committed to the cause.  
We have a written job description for the board chair.  
We have a written job description for all other officers.  
We have a written job description for regular board members.  
We have a written code of conduct that all board members adhere to.  
We have a conflict of interest statement that board members sign each year.  
The board makes it a practice to honour board members when they depart.

### BOARD MEETINGS

We have a board policy provision for terminating a board member mid-term, even without cause, if necessary.  
We have a standard format for setting our agenda that functions well.  
The board uses a consent agenda to maximize time on strategic issues.  
Board meetings are neither too long nor too short.  
The board chair facilitates the board meetings adequately.  
Board members are engaged in discussion and dialogue with each other.  
Board members listen deeply and show respect for each other.  
Handouts are kept to the minimum we need to do our work.  
The board uses short-term, ad hoc committees for specialized issues.  
We have access to the information we need to monitor organizational performance.  
The reports are board-driven and not staff-driven.  
Every board meeting includes a short executive session at the beginning or end of each meeting.  
Every board meeting includes a time without the organizational leader (ED/CEO).  
Board meetings include time for board education and social interaction.  
The board schedules regular retreats to build relationships and focus on strategy.  
The board assesses its behaviour at the end of every meeting and makes suggestions for improvement.

### BOARD POLICIES

The board has written policies in one place that are easily accessible.  
The board policies are brief yet comprehensive.  
One section of our board policy manual describes desired outcomes.  
One section of our board policy manual describes staff limitations.  
One section of our board policy manual describes board and staff relationships and roles.

One section of our board policy manual describes how our board does its work.  
The board policies mean what they say, and board members agree with them.  
The board policies are up-to-date and reviewed at least annually.  
The board actively governs using written policies.

### **FIDUCIARY RESPONSIBILITIES**

Our board members are generous with their time. They are also donors and financially invest in the organization, commensurate with their ability to give.  
Board members understand their role in fundraising activities and fulfill it.  
Board members network effectively to raise funds and extend the reach of the organization.  
The board has an income strategy to ensure adequate resources for the organization.  
Board members understand the budget and financial reports.  
The board actively monitors financial conditions and projections.  
The board is willing to take action to correct a financial shortfall.

### **ORGANIZATIONAL PERFORMANCE**

The board has measures of organizational results and focuses on them.  
The board determines or approves strategic direction for the organization.  
The board monitors strategic initiatives.  
The board encourages a culture of transparency, integrity, and accountability at all levels.  
The board effectively oversees overall organizational performance.

### **EXECUTIVE DEVELOPMENT**

The board delegates responsibility through the organizational leader (ED/CEO).  
The board holds the organizational leader (ED/CEO) accountable for results.  
The board holds the organizational leader (ED/CEO) accountable for results.  
The board evaluates organizational leader (ED/CEO) performance on an annual basis.  
The board oversees succession planning.  
The board determines the compensation package for the organizational leader (ED/CEO).  
The board governs in ways that support, compensate, evaluate and, if necessary, terminate the organizational leader (CEO/ED), always with the best interests of the organization in mind.

### **COMMUNICATION AND COMPLIANCE**

The board makes sure the organization has adequate insurance.  
The board makes sure the organization meets all legal requirements.  
The board guards well the integrity of the organization.  
Board members act as ambassadors of the organization to our constituency and the wider community.

### **OVERALL EFFECTIVENESS**

Board members understand that they are trustees for the moral owners and carry out their duties faithfully.  
The board effectively stewards the resources of the organization.  
The board effectively improves the overall productivity of the organization.  
The board effectively helps the organization to achieve sustainable mission fulfillment.  
The board has a system to monitor key indicators of organizational performance.  
The board knows why, when, and how it would close or merge with another organization if needed.  
The board conducts peer evaluations prior to nominating current board members for another term.  
The board often completes board assessments similar to the one you just completed.

### **ADDITIONAL COMMENTS**

Do you have any additional comments that will help the board grow and be more effective? Please do not make any comments about a specific person.