

Board Assessment Questionnaire

Please rate your organization on each of the following elements of Board functioning and Board-Staff partnering. The survey is designed to raise your awareness of areas of strength, as well as areas that may be impeding the success of your Board of Directors.

Use the Scoring Sheet that is attached to record the rating (on a scale of 1-5) that you give to each statement.

Element	To no extent	To some extent	To a moderate extent	To a large extent	To a great extent
1. Board members are familiar with why their board colleagues have chosen to serve on the board of this organization	1	2	3	4	5
2. Board members have been identified to serve in key board leadership roles	1	2	3	4	5
3. We make certain that new members get oriented -- to understand organizational background and to learn about the organization's current situation	1	2	3	4	5
4. I have a great deal of respect for my Board Chair	1	2	3	4	5
5. I'm ready to devote more time to help the board understand enough to function effectively as individuals and as a team	1	2	3	4	5
6. Board members know most (or key) staff members: know their name; know the role they play in the organization	1	2	3	4	5
7. Board leaders (officers and committee chairs) convene meetings regularly	1	2	3	4	5
8. Our board members understand our financial structure and our funding situation and outlook	1	2	3	4	5
9. I have substantive conversations with my Board Chair on a regular basis	1	2	3	4	5
10. I have shared my expectations and hopes for the board with the board leadership	1	2	3	4	5
11. Board members have had the opportunity to work with staff on projects or committees	1	2	3	4	5
12. Board leaders (officers and committee chairs) are effective in organizing and leading meetings	1	2	3	4	5
13. Our board members understand the legal responsibilities of serving on a nonprofit corporation's Board of Directors	1	2	3	4	5
14. My Board Chair and I have taken time to get to know each other – what motivates each of us, what our strengths are	1	2	3	4	5
15. Working with my board is (appropriately) a significant part of my work as Executive Director	1	2	3	4	5
16. Board members' regard for one another is strong	1	2	3	4	5
17. Board members make a concerted effort to attend meetings (board and committee) and feel that their time in these meetings is well-spent	1	2	3	4	5

Element	To no extent	To some extent	To a moderate extent	To a large extent	To a great extent
18. Our board members have a grasp of where our revenues come from and how nonprofit fundraising works	1	2	3	4	5
19. My Board Chair and I discuss how the board and committees function and think together about what's needed	1	2	3	4	5
20. I pro-actively make time to get in touch with my Board Chair to provide updates and seek counsel	1	2	3	4	5
21. Board members feel comfortable disagreeing with one another in the context of a discussion about the organization	1	2	3	4	5
22. Board leaders (officers and committee chairs) are aware of and discuss issues of board member attendance, participation, & involvement	1	2	3	4	5
23. Our board members understand our organizational culture and values	1	2	3	4	5
24. My Board Chair and I partner in thinking through and planning board meetings	1	2	3	4	5
25. The time spent with board leadership – on the phone, in meetings, in email exchanges – is largely time well-spent	1	2	3	4	5
26. Staff members know board members by name and know something about their background	1	2	3	4	5
27. My Board Chair is responsive and accessible, and takes time to engage with me	1	2	3	4	5
28. Our board members can describe our (core) programs, who they serve, and our intended outcomes	1	2	3	4	5
29. My Board Chair and I have discussed who else on the board might move into board leadership in the near future	1	2	3	4	5
30. My Board Chair and I think together about how to strengthen the board's contribution to the organization	1	2	3	4	5
31. Staff members feel that they can be upfront and honest about issues in the organization when talking with a board member	1	2	3	4	5
32. Board leadership is comfortable asking board colleagues to take on responsibilities and assigning tasks	1	2	3	4	5
33. Board members are familiar with developments within our sector and what is impacting our clients and our organization	1	2	3	4	5
34. My Board Chair is comfortable giving me feedback and receiving feedback from me	1	2	3	4	5
35. I welcome my board's involvement in considering organizational direction and strategy	1	2	3	4	5

Scoring Sheet

In each numbered box below, write the number of the rating you wish give to each element listed in the Assessment Questionnaire. For example, if you rated Element #1 as “3, To a moderate extent,” write 3 in the box numbered “1.”

A	B	C	D	E
1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.
21.	22.	23.	24.	25.
26.	27.	28.	29.	30.
31.	32.	33.	34.	35.
<i>Add the scores in each column and enter the totals in the boxes below.</i>				

SCORES:

- Column **A** = Relationship among Board members and between Board and Staff _____
- Column **B** = Board leadership: awareness, skills & know-how _____
- Column **C** = Knowledge-readiness of Board members _____
- Column **D** = Board Chair – Executive Director partnership _____
- Column **E** = ED readiness and desire to build the board _____

Scores interpretation:

- 27-35: You’re doing *great* in this area! Make the most of it.
- 18-26: This is an area worth focusing on to improve Board effectiveness
- 9-17: This is an area in need of attention
- 0-8: This is an area that may become critical if not tackled