

## Board Self-Assessment

### How Is Your Board Functioning?

Please rate your board of directors using the following scale:

- 0 = No, this does not exist on our board.
- 1 = We are working on it.
- 2 = Yes, we are in great shape on this item.

Selection and Composition	Rating
Our board is composed of persons vitally interested in the work of CIS.	
Our board is representative of our community with regard to race, gender, and the public and private sector.	
There is a balance of new and experienced board members to guarantee both continuity and new perspectives.	
Board members have the combination of skills (management, fund-raising, legal, fiscal) necessary to work towards the CIS mission.	
There is a limit to the number of consecutive terms a board member serves.	
The organization keeps a pool of potential board members identified for the future.	
The organization develops future board members through the use of volunteers on committees.	
New board members are recruited and selected in a standard system of review.	
Orientation and Training	
There is a commitment form outlining the responsibilities of board members that all board members sign.	
The board members understand their legal liability.	
The organization provides a comprehensive orientation for all new members.	
The organization provides all board members with a board manual which, at a minimum, includes board member roles and responsibilities, descriptions of current program, budget and funding	
The organization makes learning opportunities available to board members to increase skills related to their board responsibilities.	
Structure and Organization of the Board	
The board has a set of bylaws that describes the duties of board members and officers and the procedures by which the board conducts its business.	
The board has a mechanism for handling matters that must be addressed between meetings.	
The board elects a chair to provide leadership and coordinate the ongoing work of the board and its committees.	
The board has active committees with specific responsibilities.	
Committee assignments are reviewed and evaluated periodically.	
The working relationship between the board chair and executive director is strong and productive.	
Board and staff members are clear on their respective responsibilities.	
The relationship between the board and staff is built on mutual respect and good rapport.	

## The Board at Work

## Rating

There are regularly scheduled board meetings at least three times a year.

Meetings begin and end on time according to an agreed-upon schedule.

There is a quorum present at all board meetings.

There is adequate preparation and distribution of material, including agendas, financial reports, etc., in advance of the meetings.

Board meetings are characterized by open discussions, general participation and active thinking.

Board members deal primarily with policy formulation, financial and long-range planning, financial review and evaluating the work of the organization.

Minutes of board and committee meetings are written and circulated to board members.

Committees are active and complete assigned tasks in a timely manner.

The board makes *governance* decisions based on evaluation data presented annually.

The board stays aware of community, state and national matters that could affect CIS.

Individual board members accept and carry out assignments within the area of their talents and expertise.

Board members accomplish their commitments in a timely manner.

Board members make a generous financial contribution (self-defined) to the organization on an annual basis.

All board members are actively involved in some aspect of fund raising for the organization.

Board members are actively promoting the organization in the community.

The board conducts an annual review of its own organization and work.

New leadership is emerging consistently from the board and its committees.