



Board Governance Assessment — Summary

NEVER		SOMETIMES		ALWAYS	
1	2	3	4	5	

1. The board operates under a set of policies, procedures, and guidelines with which all members are familiar.

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2. The executive committee reports to the board on all actions.

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3. There are standing committees of the board that meet regularly and report to the board.

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4. Board meetings are well-attended with near full turnout.

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5. Each board member has at least one committee assignment.

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6. Nomination and appointment of board members follow clearly established procedures using known criteria.

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7. Newly elected board members receive orientation for their role.

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8. Each board meeting includes an opportunity for learning about the organization’s activities.

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9. The board follows its policy of defined term limits for board members.

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10. The board understands and supports the strategic planning process.

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Board Governance Assessment (cont.)

NEVER		SOMETIMES		ALWAYS	
1	2	3	4	5	

11. Board members receive meeting agendas and supporting materials in advance so they have adequate time to prepare.

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12. The board oversees the financial performance and fiduciary accountability of the organization.

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13. The board receives regular financial updates and works to ensure the operations of the organization are sound.

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14. The board regularly reviews and evaluates the Executive Director's performance.

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15. The board prioritizes cultural awareness and leads the organization by example.

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16. The board engages in discussion around significant issues.

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17. The board chair effectively and appropriately leads and facilitates board meetings, as well as the policy and governance work of the board.

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MISSION AND PURPOSE

NEVER		SOMETIMES		ALWAYS
1	2	3	4	5

1. Statements of the organization’s mission are understood and supported by the board.

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2. Board meeting presentations and discussions consistently reference the organization’s mission statement.

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3. The board regularly reviews the organization’s performance in carrying out the mission.

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GOVERNANCE/PARTNERSHIP ALIGNMENT

NEVER		SOMETIMES		ALWAYS
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1. The board exercises its governance role, ensuring the organization supports and upholds the mission statement, core values, vision statement, and partnership policies.

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2. The board periodically reviews, and is familiar with, the organization’s partnership documents.
Note: this item applies when an organization has partnered with other organizations.

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3. The board reviews its performance and measures its effectiveness in governance work.

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4. The board is engaged in the board development processes.

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BOARD ORGANIZATION

1. Information provided by staff is adequate to ensure effective board governance and decision-making.

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2. Committee structure addresses the organization’s primary areas of operation.

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3. Committees have thorough agendas and minutes for each meeting.

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4. Committees address issues of substance.

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BOARD MEETINGS

1. Board meetings are frequent enough to ensure effective governance.

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2. Board meetings are long enough to accomplish the board’s work.

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3. Board members fully and positively participate in discussions.

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BOARD MEMBERSHIP

1. The board size is adequate to effectively govern the organization.

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2. The board has a range of talents, experience, and knowledge to accomplish its role.

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3. The board uses its members’ talents and skills effectively.

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BOARD MEMBERSHIP (cont.)

NEVER	SOMETIMES		ALWAYS	
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4. The board makeup is diverse with experience, skills, ethnicity, gender, and age group.

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5. The board recruits for cultural awareness as key to the effectiveness of the organization.

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6. Fellow board members review each member’s performance at the end of every three-year term.

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7. Each board member financially supports the organization annually.

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8. The board demonstrates an ongoing commitment to the organizational mission.

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ADMINISTRATION AND STAFF SUPPORT

NEVER	SOMETIMES		ALWAYS	
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1. The committee structure provides adequate contact with administration and staff.

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2. Communication is thorough and clear between the board and staff.

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3. Staff support before, during, and after board meetings is effective.

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