

Board Training & Assessment

Effective boards don't just happen. Boards require training and periodic assessment to make improvements. The following is a self-assessment that can identify areas for your board's improvement.

Criteria or Measures of:	Yes	No	Need to Work On This
<p>Selection and Composition</p> <ol style="list-style-type: none"> 1. The organization has a written statement of qualifications for board members. 2. The Nominating Committee works on a year-round basis and solicits staff, board, clientele and organization suggestions for nominations to the board. 3. The organization is always thinking ahead and has a pool or reservoir of potential board members for the future. 4. The board is composed of persons vitally interested in the work of the organization. 5. The board is widely representative of the community. 6. There is a satisfactory combination of experienced and new board members to guarantee both continuity and new thinking. 7. The organization has a formal plan for limiting the tenure of board members which specifies rotation so as to assure a steady supply of new board members. 			
<p>Orientation and Training</p> <ol style="list-style-type: none"> 1. The organization has a clearly written statement outlining the duties and responsibilities of the new board members. 			

The organization has a written plan which it follows in its program of orientation for its new board members.

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Criteria or Measures of:	Yes	No	Need to Work On This
<p>Organization of the Board</p> <ol style="list-style-type: none"> 1. The board has a simple, concise set of by-laws which provide clear duties for the officers of the board and spell out the procedures by which the board transacts its business. 2. The board had an elected executive committee to handle matters which may come up between meetings. 3. The board has working committees such as program, personnel, legislation, public relations, etc., through which work is channeled. 4. Committee assignments and responsibilities are in writing and copies are supplied to committee members. 5. Committee assignments are reviewed and evaluated periodically. 6. Working relations between the staff and the board are clearly defined and understood. 7. Board and staff members are clear about their specific duties and responsibilities. <p>The Board at Work</p> <ol style="list-style-type: none"> 1. There are regularly scheduled board meetings. 2. Meetings begin on time and end on time as per agreed-upon schedule. 3. There is adequate preparation of materials including agendas, study documents, etc., in advance of board meetings. 			

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4. Board meetings deal primarily with policy formulation, review of plans, making board authorizations, evaluating the work of the organization.
 5. Routine matters, that is, items requiring official action but little discussion are handled with dispatch.

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Criteria or Measures of:	Yes	No	Need to Work On This
<p>The Board at Work (cont'd.)</p> <ul style="list-style-type: none"> 6. Minutes of board and committee meetings are written and circulated to the members. 7. Regular reports of committee work are made to the board. 8. The board spends some time on matters of community, state and nationwide concern within the field of service of the organization. 9. Individual members of the board accept and carry assignments within the area of their special talents and competencies. 10. Board and staff members work together on specific programs and projects from time to time. 11. Executive functions and direct services are left to the staff. 12. The board and committee members are clear about the mission of the organization. 13. Board members work with staff to develop annual plans with specific actions. 14. There is follow-through on action plans. 			
<p>Evaluation of the Board</p> <ul style="list-style-type: none"> 1. Board members give sufficient time to the work of the organization and have a good record of attendance at regularly scheduled board and committee meetings. 2. The board conducts an annual review of its own organization and work. 3. The board has an outline of future plans for the organization. 			

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4. New leadership is emerging constantly from the board and its committees.
 5. The board participates/partners actively with other relevant community/state organizations.

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