[Insert organisation logo]

# ANNUAL BOARD SELF-ASSESSMENT QUESTIONNAIRE

***🖌Note\****

*Most organisations use online survey tools, such as* [*surveymonkey*](https://www.surveymonkey.com/) *or* [*Qualtrics*](https://www.qualtrics.com)*, for their annual Board self-assessment questionnaire. It is recommended that organisations take advantage of online survey tools for easier data input and analysis of results.*

*\*Please delete note before finalising the questionnaire.*

## Section 1: Board and Staff Roles

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. The roles and responsibilities of the Boardare clearly defined and separate from those of the staff. |  |  |  |  |  |  |
| 1. Our Board takes the primary responsibility for setting the policy position. |  |  |  |  |  |  |
| 1. Board members seldom assume roles and responsibilities that belong to staff. |  |  |  |  |  |  |
| 1. The Board delegates to the Chief Executive Officer (CEO) sufficient authority to lead the staff and carry out the organisation's mission. |  |  |  |  |  |  |
| 1. Board members do not interact with staff directly to influence staff behaviour or program management without first coordinating with and getting the agreement of the CEO. |  |  |  |  |  |  |
| 1. When a problem or conflict arises between Board and staff, we move quickly and effectively to resolve it. |  |  |  |  |  |  |

## Section 2: Policy

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. Policies exist for key areas such as finance, human resources, safety, conflicts of interest, legal and ethical compliance, and any other functions unique to [insert organisation’s name]’s work, such as member services. |  |  |  |  |  |  |
| 1. [insert organisation’s name]’s policies are effectively communicated to all Board members. |  |  |  |  |  |  |
| 1. The Board revisits its role as the policy-approving body for [insert organisation’s name] at least every [insert number of years] years (each policy) to ensure the organisation does not drift off-course. |  |  |  |  |  |  |

## Section 3: Planning

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. [insert organisation name]’s mission and purpose are clearly understood and accepted by our Board. |  |  |  |  |  |  |
| 1. The mission and purpose of [insert organisation name] are reviewed by the Board each time strategic planning takes place to ensure that they are aligned with current program activities. |  |  |  |  |  |  |
| 1. The members of the Board reach consensus on a vision that communicates where [insert organisation name] will be headed over the next 3 to 5 years. |  |  |  |  |  |  |
| 1. The full Board collaboratively reviews and updates the strategic plan at least every three to five years. |  |  |  |  |  |  |
| 1. Staff develop and carry out annual action plans based on the Board-approved strategic plan. |  |  |  |  |  |  |

## Section 4: Fiscal Management

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. [insert organisation’s name]’s annual budget is fully discussed and understood by the Board prior to approving it. |  |  |  |  |  |  |
| 1. The fiscal health of our [insert organisation’s name] is regularly reviewed and any necessary Board actions are taken thoughtfully but quickly. |  |  |  |  |  |  |
| 1. Board leadership takes steps to ensure that fiscal reports are thoroughly understood by Board members. |  |  |  |  |  |  |
| 1. The annual report of [insert organisation’s name]’s independent auditor is reviewed by the Board and any necessary actions are taken in a timely way. |  |  |  |  |  |  |
| 1. Board members are fully aware of their legal responsibilities for [insert organisation’s name]’s fiscal management. |  |  |  |  |  |  |

## Section 5: Board Structure

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. [insert organisation’s name]’s structure allows us to get our work done in a timely and effective way. |  |  |  |  |  |  |
| 1. The Board’s ad-hoc and subcommittees streamline our work process and increase Board effectiveness. |  |  |  |  |  |  |
| 1. Our Board’s size is about right. |  |  |  |  |  |  |
| 1. Our members’ terms on the Board are about the right length. |  |  |  |  |  |  |
| 1. We consciously select and prepare Board officers for their leadership responsibilities. |  |  |  |  |  |  |

## Section 6: Board Committees

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. The Board updates the needs for ad-hoc and subcommittees and revises the structure as necessary at the beginning of each fiscal year. |  |  |  |  |  |  |
| 1. Ad-hoc and subcommittee assignments generally reflect the interests and expertise of individual Board members. |  |  |  |  |  |  |
| 1. Sub and ad-hoc committees complete their tasks in an effective and timely way. |  |  |  |  |  |  |
| 1. Most Board members actively participate in subcommittee activities. |  |  |  |  |  |  |
| 1. Sub and ad-hoc committees report on their progress to the full Board in a timely way, but at least quarterly. |  |  |  |  |  |  |
| 1. Each subcommittee establishes its goals and plans at the beginning of the fiscal year and then modifies them as needed. |  |  |  |  |  |  |

## Section 7: Board Meetings

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. Our Board’s meeting schedule has the right number and length of meetings. |  |  |  |  |  |  |
| 1. The agenda of our Board meetings and supporting written material are provided in advance of meetings. |  |  |  |  |  |  |
| 1. Board meetings are generally well-run and make good use of members’ time. |  |  |  |  |  |  |
| 1. Our Board tends to brainstorm and identify creative approaches to problem-solving. |  |  |  |  |  |  |
| 1. Our Board thoroughly examines the pros and cons of all major issues and makes fully informed decisions. |  |  |  |  |  |  |
| 1. Our Board makes decisions which represent positive outcomes for the sector we represent even if that decision will result in a disadvantage of any type to a Board member’s own service. |  |  |  |  |  |  |
| 1. The Board deals with issues or matters at times which are best dealt with in private and not recorded in formal minutes. |  |  |  |  |  |  |

## Section 8: Board Membership and Orientation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. The areas of expertise, skills and other factors we need to be an effective Board for [insert organisation’s name] are adequately represented among current Board members. |  |  |  |  |  |  |
| 1. Our Board successfully assesses the expertise, skills and other contributions we need from potential new Board members to maintain or increase our effectiveness. |  |  |  |  |  |  |
| 1. We actively recruit new Board members based on identified needs and not merely to fill Board vacancy. |  |  |  |  |  |  |
| 1. When seeking members for the Board, we use a wide variety of referral sources within the communities we serve. |  |  |  |  |  |  |
| 1. Our Board and staff inform new Board members about responsibilities and important organizational information through a structured new member orientation program. |  |  |  |  |  |  |
| 1. We annually assess the knowledge and skills needs of Board members and address any identified gaps in an annual Board development plan. |  |  |  |  |  |  |

## Section 9: Board Executive relationship

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. Our Board uses a structured and participative process to recruit and hire a CEO. |  |  |  |  |  |  |
| 1. The Board has approved a written job description that clearly spells out the CEO’s responsibilities and authority. |  |  |  |  |  |  |
| 1. The CEO’s performance is formally assessed at least annually based on objectives established at the beginning of the fiscal year. |  |  |  |  |  |  |
| 1. The CEO receives ongoing feedback regarding job performance in addition to any formal assessments. |  |  |  |  |  |  |
| 1. Board members provide the necessary support that allows the CEO to carry out the role successfully. |  |  |  |  |  |  |
| 1. The Board ensures that the CEO has an ongoing professional development plan to enhance the executive’s leadership effectiveness and ensures the availability of resources to implement the plan. |  |  |  |  |  |  |

## Section 10: Monitoring and Evaluation practices

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. Board members are adequately knowledgeable about the [insert ogranisation’s name]’s progams and services. |  |  |  |  |  |  |
| 1. We periodically review with the CEO the possibilities of adding new programs and services, and modifying or discontinuing current programs and services. |  |  |  |  |  |  |
| 1. Our Board keeps itself informed of our [insert organisation’s name]’s performance against predetermined plans and goals. |  |  |  |  |  |  |
| 1. The effectiveness of our Board and committee structure is assessed at least every two years. |  |  |  |  |  |  |
| 1. We annually assess our Board members’ satisfaction with their participation on the Board. |  |  |  |  |  |  |
| 1. We regularly evaluate the effectiveness of our Board meetings (regularly translating as every 6 months.) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Section 6: External relations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | Don't Know | Not Applicable |
| 1. Our Board regularly assesses the effectiveness of our relations with our key external constituent groups. |  |  |  |  |  |  |
| 1. Most of our individual Board members are active either professionally or personally within the sector served by [insert organisation’s name]. |  |  |  |  |  |  |
| 1. Individual Board members actively support public relations and marketing events that benefit [insert organisation’s name] during the fiscal year. |  |  |  |  |  |  |
| 1. A majority of Board members attend critical events designed to promote [insert organsation’s name]; such as new program openings, etc. |  |  |  |  |  |  |
| 1. Board members are clear about who serves as official spokesperson for [insert organisation’s name]. |  |  |  |  |  |  |