

**Spring Executive Committee Meeting
April 19th, 2011 via Conference Call**

Topic: Implementing Board Self Assessments

Background: At the 2011 Midwinter Meeting the Board voted to begin conducting self assessments with the 2011 – 2012 board so that individual board members could identify their own strengths and weaknesses regarding association governance and work with the president to develop personal learning goals for the coming year. The board directed the Executive Committee work out the logistics, such as developing the form and a timeline, and submitting to the Board for final consideration for its June meeting. The Executive Committee will want to discuss developing a work plan in order to follow through with the board's directive.

Action Required: Discussion

Resources to develop:

- Three sample assessments are provided on the following pages. The Executive Committee may want to consider adapting them for YALSA use. Additionally, links to two sample learning plans are provided, which the committee may also want to adapt for YALSA.
- An information packet for board members that provides a rationale and that explains the process could provide the necessary introductory information to board members so that they understand and buy into the process
- Developing a timeline may be helpful for board members to keep them on track and help them understand the scope of the effort
- An evaluation sheet of some kind to get feedback on how the process worked
- Other?

Additional Resources:

- Board Member Self Assessment <http://tinyurl.com/3cp9tu6>
- Management Tip: A Look in the Boardroom Mirror (Rural Cooperatives, March/April 2009), www.coopsnsw.coop/PDF/Board%20self%20assessment.pdf (.pdf)
- Nonprofit Self Assessment Process: Lessons from the Field www.boardsource.org/dl.asp?document_id=22 (pdf)

Three Sample Assessments:

#1 Individual Board Member Self-Evaluation

Use the following questions for individual board member evaluation. For board members answering yes to these questions, they are likely to be fulfilling their responsibilities as board members.

Yes No Not
Sure

- . Do I understand and support the mission of the organization?
- . Am I knowledgeable about the organization's programs and services?
- . Do I follow trends and important developments related to this organization?
- . Do I assist with fund-raising and/or give a significant annual gift to the organization?
- . Do I read and understand the organization's financial statements?
- . Do I have a good working relationship with the chief executive?
- . Do I recommend individuals for service to this board?
- . Do I prepare for and participate in board meetings and committee meetings?
- . Do I act as a good-will ambassador to the organization?
- 0. Do I find serving on the board to be a satisfying and rewarding experience?

#2 Nonprofit Board Member Self-Assessment

By: Eric C. Perkins, Esq.

Set forth below is a 20-question test to assess your commitment to corporate governance best practices and your effectiveness as a director of a nonprofit organization.

QUESTION

Please answer YES or NO to the following:

1. I can accurately recite or describe the charitable mission of the organization.
2. I attend at least 80% of all board meetings.
3. I always review and offer feedback, as appropriate, on board meeting minutes.
4. I know what category of tax-exempt status for which the organization is qualified.
5. I have reviewed the organization's Articles of Incorporation and Bylaws within the last 18 months.
6. I know that the organization has a D&O insurance policy in place and have a basic idea of what that coverage provides me.
7. I know which version of IRS Form 990 the organization is required to file.
8. I reviewed the most recent Form 990 filed by the organization.
9. I know the organization has a conflict of interest policy in place and I generally understand its contents.

10. I understand what documentation we are legally required under the Internal Revenue Code to make publicly available.
11. Our board conducts meetings in compliance with its organizational documents.
12. Our organization has a social media policy.
13. Our organization has a gift acceptance policy that is reviewed at least every two years (for 501(c)(3) organizations).
14. I am aware of state charitable solicitation laws that apply to our organizations and am confident we are in compliance with such laws.
15. I know who the registered agent is for our organization.
16. I always ask questions at board meetings when I do not understand something being discussed or voted on.
17. When dealing with matters of compensation or significant expenditures, our board always conducts due diligence to confirm that such payments are reasonable and at fair market rates.
18. Our organization has policies and procedures in place to monitor compliance with the material contracts and agreements to which the organization is a party.
19. Our organization holds orientation sessions periodically to educate new officers and directors about the organization and duties and expectations for officers and directors.
20. Our organization has financial policies and procedures in place to minimize the risk of fraud and embezzlement.

HOW DID YOU DO?

- 17-20 “Yes” answers -- Congratulations, you are a pro! Keep up the great work.
12-16 “Yes” answers -- Not bad, there is room for improvement, but you are on the right track.
11 or fewer “Yes” answers -- You and your organization need help in a big way.

#3 Sample Self-Assessment Survey for Board Members

Please answer all of the questions. This is an anonymous survey, so please do not sign it!

1. I know the mission of our organization and I can communicate it to others.
Yes No
2. The Internal Revenue Service designates our organization as a 501(c) nonprofit organization.
Yes No
3. I understand the basic responsibilities and operation of a nonprofit organization.
Yes No
4. I understand my responsibilities as a member of this board.
Yes No
5. I enjoy participating on this board because (check all that apply):
 It gives me a feeling of accomplishment.
 The organization contributes to my quality of life.
 The organization supports my personal interest in the arts.
 represent a specific constituency of this organization.
 The meetings are well managed and efficient.
 The meetings are socially enjoyable.
 It helps me professionally.
 I am very involved in specific activities of this organization.
 This organization is working to make the arts a part of our community.

Other _____

I do not enjoy my participation on this board.

6. I am an active member of one or more committees. Yes No

7. I attend board and committee meetings regularly. Yes No

8. I understand how to read and interpret our financial reports. Yes No

9. I am familiar with the organizations that work as our partners. Yes No

10. I contribute financially to the organization. Yes No

11. I participate in fundraising for the organization. Yes No

12. I participate in volunteer recruitment for the organization. Yes No

13. I attend most events sponsored by this organization. Yes No

14. I believe I am an effective advocate for cultural development. Yes No

15. I have had sufficient training for my role on this board. Yes No

16. I would be willing to do more for the organization if asked. Yes No

17. I feel that I am doing more than my fair share. Yes No

18. I am active in other community organizations. Yes No

19. I respect my fellow board members, and feel that they respect me. Yes No

20. It is an honor to serve on this board of directors. Yes No

2 Sample Learning Plans:

- www.personneldecisions.com/publications/sample_learning_plans.pdf (pdf)
- www.health.qld.gov.au/ahwac/docs/10-samplelt-reentry.pdf