

STW NONPROFIT

Governing Board Self-assessment

It is important that a board conduct a regular, formal study of its own policies, procedures, and structure in order to measure its progress toward achieving its goals. The following is a vehicle that the board may evaluate its performance.

Please check the box that best reflects your understanding of each question.

Board Planning	Done Well	Done	Done Poorly	Not Done	Not Sure
Is there a clear, concise and updated mission statement?					
Does SWT NonProfit have a long-range plan?					
Is the long-range plan reviewed at least annually?					
Have all elements of SWT NonProfit been included in the long-range plan?					
Does board action reflect the mission and vision?					
Comments:					
Board Orientation and Education	Done Well	Done	Done Poorly	Not Done	Not Sure
Is there a formal orientation program?					
Is there a board manual?					
Is the board is knowledgeable about the organization's current programs and services?					
Does the board knows the strengths and weaknesses of each major program?					
Does the board periodically consider adopting new programs, and modifying or discontinuing current programs?					
Comments:					

Board Selection and Composition	Done Well	Done	Done Poorly	Not Done	Not Sure
Is the Nominating Committee a standing committee?					
Does the Nominating Committee work on a year-round basis?					
Does SWT NonProfit have a pool of future board members?					
Has SWT NonProfit developed a profile identifying board member's skills and talents?					
Does SWT NonProfit recruit candidates who possess qualities needed to strengthen the organization?					
Is there a rotation policy?					
Does the board represent each constituency?					
Is the SWT NonProfit Board an appropriate size?					
Comments:					
SWT NonProfit Formal Organization	Done Well	Done	Done Poorly	Not Done	Not Sure
Are there clear, concise and updated bylaws?					
Are there working committees with clearly-defined objectives?					
Does each board member fully understand his/her duties and responsibilities?					
Do the board and sSWT NonProfit understand their own roles and each other's roles?					
Does the board, as a whole, understand what is expected of it?					
Does the board regularly review its policies, procedures and bylaws?					
Comments:					

Board Meetings	Done Well	Done	Done Poorly	Not Done	Not Sure
Do board meetings last longer than 2 hours?					
Does the Executive Committee make all the decisions?					
Is ample time devoted to discussing important issues?					
Are Board meetings well-attended by Board Members?					
Do board committees report regularly?					
Comments:					
Individual Board Members	Done Well	Done	Done Poorly	Not Done	Not Sure
Does each board member make an annual gift, and is this gift to the best of his/her ability?					
Does each board member actively seek donations from other members of the community?					
Does each board member recommend people to serve on the board?					
Is each board member prepared for board and committee meetings?					
Does each board member conscientiously and capably perform the work assigned?					
Does each board member recommend prospective donors?					
How many Board meetings do you attend?					
How many committee meetings per month do you attend? (And which committees?)					
On what committees do you serve?					
Comments:					

Board Relationship with SSWT NonProfit	Done Well	Done	Done Poorly	Not Done	Not Sure
Does each SWT NonProfit position have a written, up-to-date job description?					
Does the Board respect the time and duties of each sSWT NonProfit member, including the time and duties of the Executive Director?					
Are all employees given an annual performance review?					
Does the Board participate in the performance review of the Executive Director?					
Are sSWT NonProfit salaries competitive with others the industry and locality?					
Comments:					
Board Committees	Done Well	Done	Done Poorly	Not Done	Not Sure
Does the board have working committees such as finance, fund-raising development, long-range planning, and bylaws?					
Are committee assignments and responsibilities in writing and are copies supplied to committee members?					
Are committee assignments reviewed and evaluated periodically?					
Are committee meetings meaningful and effective for all involved?					
Comments:					

SWT NonProfit Risk Management Policies	Done Well	Done	Done Poorly	Not Done	Not Sure
Does the board have approved policies that enable the organization to manage and reduce risks to a tolerable level?					
Does the board have an adequate amount of liability insurance to cover board members in the event of lawsuits filed against them as individuals or against the organization as a whole?					
Does the board periodically review all of the insurance carried by the organization to ensure that it is adequately and competitively priced (e.g. directors and officers, general liability, worker's compensation)?					
Comments:					
Fund Raising Activities/Fiscal Management	Done Well	Done	Done Poorly	Not Done	Not Sure
Is there a specific fund raising strategy for SWT NonProfit ?					
Is there an adequate reserve fund?					
Is there a plan for future fund raising projects?					
Is there an over-dependance on one form of fund raising?					
Does the board participate in the development of the annual budget?					
Does the board receive, review and understand regular financial reports?					
Does the board have an audit team, and does the board act on the recommendations of an independent audit?					
Comments:					

Public Relations	Done Well	Done	Done Poorly	Not Done	Not Sure
Does SWT NonProfit have an effective marketing and public relations strategy?					
Do the board members actively promote SWT NonProfit in the community?					
Does SWT NonProfit have an official spokesperson, and do all board members defer official comments to that person?					
Does public perception of SWT NonProfit reflect the mission and vision?					
Comments:					
General Assessment:					
What issues should occupy the board's time and attention during the coming year or two?					
How can the board's organization or performance be improved in the next year or two?					
What other comments or suggestions would you like to offer related to the board's performance?					

Grateful acknowledgment given to Board Source and National Center for Nonprofit Boards for inspiration for some elements of this Board Self-Assessment.
 Thank you to Tippecanoe Arts Federation for granting permission to use this tool.