



Self and Board Evaluation

This session will let you evaluate yourself and your Board
SECRETLY.

You can take this evaluation form back to your Board and let everyone have the opportunity to raise their "level of awareness". What level that might be will depend on you --- the responsible, well-informed and humble Board Member. We'll have a lot of laughs looking at ourselves.

SELF EVALUTION

ATTITUDE

Why are you serving on the board?

Do you look forward to the meetings?

Do you take your board "power" outside the board meeting?

Are you open to new ideas?

How do you rate yourself as a board member?

DECISION MAKING

Are your decisions based on full understanding/research of the motion?

Do you tend to vote with the crowd when you don't want to?

Do you tend to overpower "your wants" as "the right" choice for others?

RESPONSIBILITY

Are you on time to the meeting?

Do you get your issues on the agenda or do you tend to "bring them with you"?

Do you complete your assignments on time?

Do you volunteer to take on assignments?

Do you come prepared: written reports read and questions/comments ready?

How many board meetings have you missed over the last year?

Do you go through proper channels to get things accomplished?

TRAINING

Have you reached a place that you no longer feel you need training?

How many hours of training have you had since becoming board member?

Do you have a "Board Member Manual"?

Were you given an orientation to the board after you were elected?

MEETINGS

Do you have meetings regularly?

Do they generally start on time?

Do you use an agenda?

Is the agenda distributed prior to the meeting?

Does your chairperson follow the agenda?

Does your chairperson use Robert's Rules or similar procedures to operate the meeting?

Are your meeting notices properly posted in accordance to the documents?

Do your meetings last longer than 2 hours?

PREPAREDNESS

Are members coming to the meeting prepared with questions?

Is too much time being spent on "bringing members up to date"?

Are members doing their "homework" in the meeting (reading the reports during the meeting, etc.)?

FOLLOW UP

Is a follow-up assignment sheet distributed to the members after each meeting?

Is the follow-up assignment sheet used at the next meeting?

Are assignments being evenly distributed between the members?

SETTING AND ACHIEVING GOALS

Is the Board setting short range goals (1-2 years)?

Is there a monitoring system in place for short range goals?

Is the Board setting long range goals (3-5 years)?

Is there a monitoring system in place for the long term goals?

Is there a annual corporate calendar developed at the end of each year for the next year?

Is management in attendance at the board meeting?

Does the board provide policy to management?

Does the board review and approve procedures written to accompany all policies?

Does the board tend to get involved with the day-to-day issues instead of referring them over to management?

FINANCIAL

Are budgets being prepared on time?

Are long range financial plans made and carried out?

Are audits being reviewed and understood by the board members?

Are monthly financial reports being issued?

Is the board treasurer fully knowledgeable of the corporation's financial condition?

Does the treasurer share his/her knowledge with the board?

Does the board monitor the spending of management?

Are various line items discussed in the meeting? Or is the report generally accepted without question?

INSURANCE

Are the insurance policies reviewed annually with your insurance agent?

Does the board require evidence of insurance (certificates) from its contractors?

Is there a comprehensive log kept of incidents that occur on the property?

EVALUATION

Does the board evaluate itself at the end of the year?

Does the board evaluate management annually?

Does the board have management evaluate the board's performance?

Are evaluations perform in a spirit of fulfilling the corporation's goals?