

## TEMPLATE NO 13: A BOARD EVALUATION

### NAME OF ORGANISATION

Circle one Y=Yes N=No P=Possibly D=Definitely Not

<b>THE BOARD</b>				
The board has a concise, yet comprehensive, set of policies clearly outlining the procedures and responsibilities of the board.	Y	N	P	D
These policies have been reviewed in the past three years	Y	N	P	D
The board has enough members to monitor the continuing of business of the board	Y	N	P	D
There are a number of ad hoc committees or task forces which come into being to do a job and then disband.	Y	N	P	D
There are outlines of responsibilities of each subcommittee, ad hoc committee or task force.				
These are reviewed annually.	Y	N	P	D
There is a clear-cut organisational chart of the board.	Y	N	P	D
There is a clear-cut organisational chart of the staff.	Y	N	P	D
There is a clear-cut organisational chart showing the relationship between the board and the staff organisation	Y	N	P	D
All board members are on at least one sub committee	Y	N	P	D
There is a broad representation of interests on the committees.	Y	N	P	D
Staff with the same responsibilities as a committee or task force are assigned as staff support to the committee or task force	Y	N	P	D
People who will be named to chair committees have been contacted and commitment made before the announcement of their appointment is made.	Y	N	P	D
I feel the present board organisation allows for sufficient attention to the board's work.	Y	N	P	D
There is sufficient opportunity for rotation of officers and committee chairpersons.	Y	N	P	D
The limit of the powers of the Board are clear an in the policies or constitution.	Y	N	P	D
The position of board Chairperson/President is filled by fair election and is not monopolised by one individual.	Y	N	P	D

The responsibility for supervising committee chairpersons and for the functioning of all committees rests with the Chairperson/President of the Board of Directors, not the staff.	Y	N	P	D
The number and duration of board meetings are adequate to conduct the board's business.	Y	N	P	D
Board and committee procedures follows an agreed pattern.	Y	N	P	D
Agendas are jointly constructed by the chairperson and the staff assigned.	Y	N	P	D
Agenda approval is the first item on any meeting agenda with board volunteers feeling free to recommend amendments, deletions and/or additions.	Y	N	P	D
Agenda and previous meeting minutes are sent out in advance	Y	N	P	D
Concise background material is sent out to assist my comprehension of the issues involved.	Y	N	P	D
Minute-taking is an assigned function, enabling full participation by all board volunteers	Y	N	P	D
We have adequate attendance at board/committee meetings, with at least a majority of members present.	Y	N	P	D
Staff are adequately involved in board/committee meetings.	Y	N	P	D
Board meetings are set well in advance with a reminder as each meeting approaches.	Y	N	P	D
Our meetings are achievement oriented. Our productivity is high, working hard at important issues.	Y	N	P	D
Board/committee meetings begin and end on time.	Y	N	P	D
Board meetings are for board members. In the board meeting is the time spent on reports and discussion roughly 75% by board members, 25% by staff?	Y	N	P	D

**You may wish to delete some questions add some of your own questions to the list above.**