**Communities In Schools of XXX County**

***Board Self-Assessment***

Please rate your Board of Directors using the following scale:

2 – Yes, we are doing this

1 – We do some of this

0 – We are not doing this currently

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| SELECTION AND COMPOSITION | RATING |
| 1. The Board is composed of persons vitally interested in the work of the organization. |  |
| 2. The Board is representative of its community with regard to race, gender, public & private sector.  |  |
| 3. There is a balance of new and experienced Board members to guarantee both continuity and new perspectives. |  |
| 4. Board members have the combination of skills (fundraising, management, legal, fiscal, etc.) necessary to do their work. |  |
| 5. There is a limit to the number of consecutive terms a Board member can serve. |  |
| 6. The organization has a pool of potential Board members identified for the future. |  |
| 7. The organization develops future Board members through the use of volunteers on committees. |  |
| 8. New Board members are recruited and selected using a thorough review process. |  |
| ORIENTATION AND TRAINING | RATING |
| 9. There is a statement of agreement outlining the responsibilities of Board members that all Board members sign |  |
| 10. The Board has been trained and understands its legal liability and responsibility. |  |
| 11. The organization provides an orientation for all new Board members. |  |
| 12. The organization provides a Board Manual to all Board members that includes, but is not limited to, descriptions of current programs, budget and funding information, committee and job descriptions, bylaws, financial and personnel policies. |  |
| 13. The organization makes training opportunities available to Board members to increase skills related to their Board responsibilities. |  |
| STRUCTURE AND ORGANIZATION OF BOARD | **RATING** |
| 14. The Board has a simple, concise set of bylaws that describes the duties of Board members and officers and the procedures by which the  Board conducts its business. |  |
| 15. The Board has a mechanism and policy (such as an Executive Committee) for handling matters that must be addressed between meetings. |  |
| 16. The Board elects a Chairperson to provide leadership and coordinate the ongoing work of the Board and its committees. |  |
| 17. The Board has active committees with specific responsibilities that support the mission |  |
| 18. Committee assignments are reviewed and evaluated periodically. |  |
| 19. The working relationship between the Board Chair and the Executive Director is strong and productive. |  |
| 20. Board and staff members are clear about their respective responsibilities |  |
| 21. The relationship between the Board and staff is characterized by mutual respect and good rapport |  |

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| 22. There is adequate supervision/oversight of the Chief Executive Officer/Executive Director, including annual performance review. |  |
| THE BOARD AT WORK | RATING |
| 23. There are regularly scheduled Board meetings at least quarterly. |  |
| 24. Meetings begin and end on time according to an agreed-upon schedule. |  |
| 25. There is a quorum present at all Board meetings. |  |
| 26. There is adequate preparation and distribution of material, including agendas, financial reports, etc. in advance of Board meetings. |  |
| 27. Board meetings are characterized by open discussions, general participation and active thinking together. |  |
| 28. Board members deal primarily with policy formulation; program, financial and long-range planning; financial review; and evaluating the work of the organization. |  |
| 29. Minutes of Board and committee meetings are written and circulated to the members. |  |
| 30. Committees are active and complete assigned tasks in a timely manner |  |
| 31. The Board makes program decisions based on program evaluation data presented at least quarterly. |  |
| 32. The Board is aware of matters of community, state and nationwide concern within the organization’s field of service. |  |
| 33. Individual Board members accept and carry out assignments within the area of their talents and expertise. |  |
| 34. Board members carry through on their commitments in a timely manner. |  |
| 35. All Board members make a generous financial contribution (self-defined) to the organization on an annual basis. |  |
| 36. All Board members are involved in some aspect of fundraising for the organization. |  |
| 37. Board members are actively promoting the organization in the community. |  |
| 38. The Board conducts an annual review of its own organization and work and implements appropriate board action plans to address concerns. |  |
| 39. New leadership is emerging consistently from the Board and its committees. |  |
| 40. Board members take an active role in advocacy activities, working to influence policy on behalf of CIS, as appropriate. |  |
| 41. The Board evaluates insurance needs and obtains sufficient coverage to minimize potential risks. |  |
| 42. Board members sign the conflict of interest policy annually. |  |
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|  ADD UP YOUR TOTAL SCORE |  |

### Modified from NC Center for Nonprofits, 2016