

SAMPLE

BOARD SELF-EVALUATION CHECKLIST

Introduction

Depending on the size of a charity, the Board should conduct regular self-evaluation to assess its performance and effectiveness. Based on the evaluation, Board members could seek training to plug competency gaps, adopt best practices or where appropriate, appoint new Board members with the relevant expertise. This guidance describes key areas of the Board's responsibilities, and outlines a sample self-evaluation checklist to help guide charity Boards.

Checklist

Review the list of basic Board responsibilities. In your assessment, indicate whether your Board currently does a satisfactory job in an area or whether improvements to its performance are required.

Board Responsibility	Satisfactory	Needs Work
Vision & Mission 1. Vision & mission define the organisation's goals & objectives? 2. Board policy decisions, activities & services reflect the vision & mission?		
Strategic Planning 3. Regularly engages in the strategic planning function? 4. Reviews the plan & focuses on strategic issues?		
Monitoring & Evaluation 5. Monitors & evaluates programmes to ensure they support the mission & objectives? 6. Considers new initiatives to meet changing needs?		

SAMPLE

<p>Financial Control</p> <p>7. Ensures resources are allocated wisely to achieve the mission?</p> <p>8. Reviews annual budget, financial reports, accounts, auditor's report & investment policies?</p>		
<p>Fund-Raising (FR)</p> <p>9. Endorsed an appropriate FR strategy in accordance to a code of conduct & practices?</p> <p>10. FR activities effectively & efficiently organised?</p> <p>11. Participates in FR activities & identifies FR sources?</p>		
<p>Relationship with Executive Head (CEO) & Staff</p> <p>12. Understands & respects distinct responsibilities of Board, CEO & staff?</p> <p>13. Clearly defined roles & responsibilities of CEO?</p> <p>14. Provides regular support & appraisal of CEO?</p>		
<p>Board Effectiveness</p> <p>15. Clearly defined job descriptions and terms of reference for Board members & committees?</p> <p>16. Meetings are well organised & productive?</p>		

SAMPLE

<p>Board Recruitment & Orientation</p> <p>17. Effective process to identify and recruit new Board members?</p> <p>18. Ensures appropriate Board composition (e.g. knowledge, experience, skills)?</p> <p>19. Comprehensive orientation for recruits to Board responsibilities & organisation?</p>		
<p>Public Relations (PR)</p> <p>20. Board members promote the cause & mission to community?</p> <p>21. Effective engagement strategy in PR activities?</p>		

Source: Adapted from SSTI-BoardSource "Online Board Assessment Survey" (2005)