

# Board Member Self-Assessment Tool

**Directions:** Should be completed by each board member.

**Rating Scale:** 1) Unsatisfactory 2) Needs Improvement, 3) Satisfactory, 4) Very Good, 5) Exceptional

I. BOARD/MEETINGS					
1. The board conducts all board meetings efficiently and effectively.	1	2	3	4	5
2. Board members agree upon the basic mission/purpose of the board and organization.	1	2	3	4	5
3. The public is given notice of district meetings and open meeting laws are followed if required.	1	2	3	4	5
4. The board has procedures for developing the agenda and getting materials to the members in advance of meetings.	1	2	3	4	5
5. I make a sincere effort to be informed on all agenda items prior to meetings and carry out responsibilities like completing assignments, connecting with other groups, etc.	1	2	3	4	5
II. BOARD/COMMUNITY RELATIONS					
1. The board allows for stakeholder input through annual meetings or advisory committees, etc.	1	2	3	4	5
2. The board uses a wide variety of approaches to ensure effective communication among members, stakeholders, staff (if applicable), and the public (if applicable).	1	2	3	4	5
3. The Board strives to maintain an open dialogue with partners (local, state, or national).	1	2	3	4	5
III. BOARD QUALITIES					
1. I understand my responsibilities outlined in board constitution and bylaws.	1	2	3	4	5
2. Each year I participate in required board training and education to improve my knowledge and skills in critical areas such as board and personnel management, etc.	1	2	3	4	5
3. As a board member, I make a point of attending and/or participating in <b>organizational related</b> events/activities.	1	2	3	4	5
4. I am open-minded and respect the opinions of individual board members and employee(s) on various issues.	1	2	3	4	5
IV. FINANCIAL MANAGEMENT					
1. The board monitors and/or is aware of the financial status of the organization.	1	2	3	4	5
2. The board provides formal and informal opportunities for stakeholders and staff (if applicable) to have input during the budgetary process.	1	2	3	4	5
3. The board seeks national, regional, and state funding or available grant programs when needed.	1	2	3	4	5

V. BOARD IN-SERVICE					
1. I keep abreast of <b>organizational related</b> issues by attending educational workshops and conferences at the local, regional, and state levels.	1	2	3	4	5
2. I annually assess my performance and commit to the training necessary to improve my own performance.	1	2	3	4	5
VI. GOAL SETTING AND PLANNING					
1. The board <b>annually</b> reviews and revises the organization's strategic short- and long-range plans which have clearly defined action steps with identified timelines and responsible individuals or committees.	1	2	3	4	5
2. The annual plan of work clearly defines <b>educational</b> and <b>outreach</b> activities with community partners.	1	2	3	4	5
3. The annual work plan is <b>reviewed monthly</b> at board meetings and evaluated during the year for progress.	1	2	3	4	5
4. The board adopts a process and timeline for the preparation of the budget.	1	2	3	4	5
VII. MEDIA RELATIONS					
1. The board supports organizational outreach and marketing of its roles.	1	2	3	4	5
2. The use of communication tools such as newsletters, print media, TV, radio, and social media are clearly set forth and included in the annual plan of work for effective usage.	1	2	3	4	5
VIII. BOARD EMPLOYEE RELATIONS (IF APPLICABLE)					
1. The board encourages professional growth and increased competency of the staff through attendance at educational meetings and staff development events.	1	2	3	4	5
2. The board establishes and provides, through the policy manual, a clear set of expectations, procedures, and policies for employees.	1	2	3	4	5
3. The board maintains a professional compensation and benefits package for employees.	1	2	3	4	5
4. The board provides appropriate staffing based on the needs of the organization.	1	2	3	4	5
5. Board members, or a committee of board members, meet with staff <b>annually</b> to update position descriptions, conduct annual performance reviews, and assess employee training plans and needs.	1	2	3	4	5
IX. SELF-REFLECTION COMMENTS					



# BOARD SUCCESSION PLAN TEMPLATE

## CHECKLIST: BOARD LEADERSHIP SUCCESSION PLAN

ITEM	DATE
Review term limits for Board Members and Officers in current bylaws	
Review current Board, officers, and committees' roster	
Evaluate effectiveness of current assignments	
Conduct Board self-assessments (if not completed within last 12 months)	
Determine upcoming term expirations/vacancies – (in terms of persons and skills)	
Conduct exit interviews with members leaving Board to learn positives and negatives of their experience on Board	
Review needs of organization with regard to upcoming projects, developments, etc.	
Review potential new Board members identified throughout the year for skills and dynamics	
Identify potential leaders from current Board list	
Identify potential Board members	
Complete Board and leadership succession grids	
Assign a mentor to each newly elected Board member	

## LEADERSHIP SUCCESSION GRID

POSITION	CURRENTLY HELD BY	ACTION	SUCCESSOR / YEAR
TITLE	NAME	RE-ELECT / ROTATE	
<b>EXECUTIVE COMMITTEE</b>			
BOARD CHAIR			
VICE CHAIR			
TREASURER			
SECRETARY			
<b>STANDING / BOARD COMMITTEES</b>			
FINANCE CHAIR			
GOVERNANCE CHAIR			
DEVELOPMENT CHAIR			
<b>PROGRAMMATIC / ORGANIZATIONAL</b>			
MEMBERSHIP			
VOLUNTEERS			
PUBLIC RELATIONS			
EDUCATION / OUTREACH			
<b>AD HOC COMMITTEES</b>			
STRATEGIC PLANNING CHAIR			
ANNUAL EVENT CHAIR			





## NON-PROFIT ORGANIZATION SUCCESSION PLAN

NDS

### 1. SUCCESSION PLAN: TEMPORARY, UNPLANNED ABSENCE – SHORT TERM

#### A. PROCEDURES AND CONDITIONS

Discuss the chain of command in the event of an unplanned absence and outline procedures.

#### B. AUTHORITY AND COMPENSATION OF ACTING EXECUTIVE DIRECTOR

#### C. BOARD OVERSIGHT

#### D. COMMUNICATION PLAN

#### E. COMPLETION OF EMERGENCY SUCCESSION PERIOD

### 2. SUCCESSION PLAN: TEMPORARY, UNPLANNED ABSENCE – LONG TERM

#### A. PROCEDURES AND CONDITIONS

Discuss the chain of command in the event of an unplanned absence and outline procedures.

#### B. AUTHORITY AND COMPENSATION OF ACTING EXECUTIVE DIRECTOR

#### C. BOARD OVERSIGHT

#### D. COMMUNICATION PLAN

#### E. COMPLETION OF EMERGENCY SUCCESSION PERIOD

### 3. SUCCESSION PLAN: PERMANENT CHANGE IN EXECUTIVE DIRECTOR

#### A. PROCEDURES AND CONDITIONS

Discuss the chain of command in the event of an unplanned absence and outline procedures.

#### B. AUTHORITY AND COMPENSATION OF ACTING EXECUTIVE DIRECTOR

#### C. BOARD OVERSIGHT

#### D. COMMUNICATION PLAN

#### E. COMPLETION OF EMERGENCY SUCCESSION PERIOD



**ORGANIZATIONAL INFORMATION**

NONPROFIT STATUS	ONSITE LOCATION	OFFSITE LOCATION	ONLINE URL
IRS Determination Letter			
IRS Form 1023			
Bylaws			
Mission Statement			
Board Minutes			

HUMAN RESOURCES INFO	ONSITE LOCATION	OFFSITE LOCATION	ONLINE URL
Employee Records / Personnel Info			
I-9s			

FACILITIES INFORMATION	ONSITE LOCATION	OFFSITE LOCATION	ONLINE URL
Building Deed (if owned)			
Office Lease (if rented)			

FINANCIAL INFORMATION	ONSITE LOCATION	OFFSITE LOCATION	ONLINE URL
EIN			
Current Form 990			
Previous Form 990s			
Current Audited Financial Statements			
Previous Audited Financial Statements			
Financial Statements			
State or District Tax Exemption Certificate			
Blank Checks			
Computer Passwords			
Online Account Passwords			
Donor Records			
Funding Schedule			
Client Records			
Vendor Records			
Volunteer Records			

**CONTACT INVENTORY**

AUDITOR NAME	PHONE	EMAIL	ADDRESS

BANK NAME	ACCOUNT NUMBERS	LINE OF CREDIT

BRANCH REPRESENTATIVE	PHONE	EMAIL	ADDRESS

**INVESTMENTS: FINANCIAL PLANNER / BROKER COMPANY**

BRANCH REPRESENTATIVE	PHONE	EMAIL	ADDRESS

WHO IS AUTHORIZED TO MAKE STOCK AND WIRE TRANSFERS?	WHO IS AUTHORIZED TO SIGN CHECKS?

**LEGAL COUNSEL**

ATTORNEY NAME	PHONE	EMAIL	ADDRESS

### KEY STAKEHOLDER CONTACTS

STAKEHOLDER NAME	PHONE	EMAIL	ADDRESS

### PAYROLL

COMPANY NAME	ACCOUNT NUMBER

  

PAYROLL REPRESENTATIVE	PHONE	EMAIL

### FACILITIES

BUILDING MANAGEMENT COMPANY NAME	REPRESENTATIVE NAME	PHONE	EMAIL