

## Board Assessment Tool\*

### Introduction

The purpose of this tool is to help a local YFC Board improve its effectiveness through self examination in 9 key board responsibilities. Here are some ideas about how your board might use this tool.

- Use the tool within a board retreat and develop an improvement plan.
- Focus on one key responsibility at each board meeting for a period of several months.
- Use it each year to mark progress from one year to the next.

Regardless of the process chosen for using this tool, the assessment results should be reviewed by the board as a group and weak areas should be targeted for improvement. An action plan with a timeline, identifying who will act, what they are assigned to do, and when work will be completed should be developed and used to monitor the improvement process.

### Governance

<b>Has a governance policy/plan</b>	<b>Y or N</b>
<b>Has a policy manual which includes a copy of the bylaws, Articles of Incorporation and any board policy that has been enacted.</b>	<b>Y or N</b>
<b>Has a written process for approving, storing and circulating minutes from previous meetings.</b>	<b>Y or N</b>
<b>Has a written process for the election of officers.</b>	<b>Y or N</b>
<b>Has a process for reviewing bylaws and standing policy on a regular bases.</b>	<b>Y or N</b>
<b>Has and follows a conflict of interest policy.</b>	<b>Y or N</b>

### Committees

<b>The board discusses the committee needs of the organization annually and has appointed committees to meet those needs.</b>	<b>Y or N</b>
<b>There is a charter, purpose, for each committee defining its mission, annual goals and meeting plan.</b>	<b>Y or N</b>

<b>Committees have met as scheduled.</b>	<b>Y or N</b>
<b>Committees record minutes and make reports to the board.</b>	<b>Y or N</b>

### **Planning**

<b>Board ensures a strategic plan is developed, approved and progress is regularly reviewed at a minimum of every 3 years.</b>	<b>Y or N</b>
<b>Board participates in strategic plan development and revision process.</b>	<b>Y or N</b>
<b>Board ensures an annual set of chapter goals (including ministry outcomes) are developed, approved and progress monitored.</b>	<b>Y or N</b>
<b>Board ensures an annual budget is developed and approved.</b>	<b>Y or N</b>
<b>Board ensures that a financial development plan and strategies exist to ensure adequate funding for the chapter.</b>	<b>Y or N</b>

### **Self Governance**

<b>Board has a plan for recruiting and screening new members.</b>	<b>Y or N</b>
<b>Board has an orientation plan for new members.</b>	<b>Y or N</b>
<b>Board conducts an annual self evaluation process.</b>	<b>Y or N</b>
<b>Board provides ongoing training to members on boardsmanship.</b>	<b>Y or N</b>

### **Board Relationships**

<b>Board creates opportunities for sharing, prayer and social connections between board members two or more times each year.</b>	<b>Y or N</b>
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### **Meetings**

<b>Meeting time, dates and location are published in advance.</b>	<b>Y or N</b>
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<b>Agenda is developed between board chair and ED in advance and e-mailed to the board at least 1 week in advance.</b>	<b>Y or N</b>
<b>Pre-read material is sent by board chair at least 1 week in advance of the meeting.</b>	<b>Y or N</b>
<b>Board meetings begin and end on time.</b>	<b>Y or N</b>
<b>Board has clarified to ED what reports it desires to see from ED and staff team and at what frequency.</b>	<b>Y or N</b>

### **Leadership of the ED**

<b>Board understands and respects the lanes of leadership with respect to the Board and ED roles.</b>	<b>Y or N</b>
<b>Board communicates its goals and expectations of the ED clearly and in writing on an annual basis.</b>	<b>Y or N</b>
<b>Board evaluates ED through a formal process on a predetermined frequency (recommend annual with quarterly reviews).</b>	<b>Y or N</b>
<b>Board works to shape a process to ensure adequate compensation and benefits are being provided to the ED and staff.</b>	<b>Y or N</b>
<b>Board works with YFC/USA when contemplating significant changes to the ED role (hiring, firing, etc.).</b>	<b>Y or N</b>

### **Financial Oversight**

<b>Board ensures that adequate external oversight is given to financial operations of the organization (Review or Audit).</b>	<b>Y or N</b>
<b>Board reviews audits, financial reviews, and reporting submissions to YFC/USA.</b>	<b>Y or N</b>
<b>Board reviews 990 annually.</b>	<b>Y or N</b>
<b>Board approves auditor.</b>	<b>Y or N</b>

### **Engagement and leadership**

<b>Board members are knowledgeable about YFC ministry and have visited a ministry site.</b>	<b>Y or N</b>
<b>Board members invite their friends and contacts to attend YFC events.</b>	<b>Y or N</b>
<b>Board members give according to their ability to the ministry.</b>	<b>Y or N</b>
<b>Board members “put on their volunteer hats” and help further the mission through investing time in chapter activities.</b>	<b>Y or N</b>

**Total number of "Yes" responses: \_\_\_\_\_ of 38.**

**Last Fiscal year total: \_\_\_\_\_ of 38.**

**2 Fiscal years ago total: \_\_\_\_\_ of 38.**

*\*Source - Developed by Ohio Executive Network (E-Net)*