

Sample: Individual Board Member Self-Evaluation Survey

Name of Institution _____

Name of Board Member _____

Board members are asked to complete this form about nine to twelve months before the end of their current term on the board. The governance committee appreciates your board service and your assistance in conducting this board member self-assessment.

Please comment on your board service in the following areas, including satisfactions, challenges, and suggestions:

1. board meetings, including your preparation and participation
2. committee meetings, including your preparation and participation
3. philanthropic support of the institution, including your annual and comprehensive campaign gifts
4. your service on special board or institutional task forces, if any
5. your interest and availability for continued board service
6. ways in which we can best utilize your interests and expertise in the future
7. ways in which we can enhance the experience of board members
8. other comments

Please answer the following additional questions:

- How has your participation as a trustee contributed to the board's work through its committees and otherwise? In a similar vein, if you have special interests, talents, or skills that could be shared more fully, please elaborate on them.
- How can your effectiveness as a trustee be enhanced? (For example, if you seek a change in committee membership, please elaborate on why.)
- Will your personal commitments leave you with adequate time to serve as an effective trustee in the next several years?
- Please indicate your level of interest in continuing as a trustee:
 - Very interested and willing
 - Interested
 - Not certain
 - Not interested or not able
- Do you have other personal comments you wish to convey to the committee on trustees?

Signature

Date

Sample: Board Chair Evaluation Survey – Open-Ended Questions

Each board member is requested to complete this form and return it to the chair of the governance committee.

1. Does the board chair respect board member input and requests regarding committee assignments and input to the board's agenda? Please comment.
2. Does the board chair facilitate broad and substantive engagement of the board in the strategic issues facing the institution? Please comment.
3. Please comment on how well the board chair conducts board meetings.
4. Is the chair inclusive of all board members' input and encourage and welcome divergent opinions?
5. Does the chair manage the time of the board well?
6. Has the chair served as an effective voice for the board with internal and external stakeholders?
7. Have you been kept well informed of the chair's work on behalf of the board and institution? Please comment.
8. What specific recommendations do you have for the board chair to improve her/his leadership of the board?
9. Does the board chair demonstrate a sufficient level of engagement in the recruitment, cultivation, and orientation of prospective and new board members? Please comment.

Sample: Meeting Evaluation Form

BOARD MEETING DATE: _____

1. The issues we covered at the board meeting were:

Less Important = 0 1 2 3 4 = Essential

2. The materials provided were:

Not Helpful = 0 1 2 3 4 = Indispensable

3. The discussion concerned primarily:

Operations = 0 1 2 3 4 = Strategy & Policy

4. The time allotted for the board meeting was used:

Poorly = 0 1 2 3 4 = Wisely

5. What might we have done differently to improve this board meeting?

6. What was the most valuable contribution we made to the organization's welfare during this board meeting?

7. In light of this board meeting, what are the most important topics we should address at our next board meeting?

Sample: Board Committee Evaluation Survey—Scaled Rating Questions

Reproduced by permission of Bobowick Consulting, LLC.

1. Committee Work & Structure: To what extent to you agree with the following statements?

	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
a. The work of the committee is clearly articulated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. The committee has the right number of board members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Committee members have the needed skills and expertise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. The committee chair provides adequate leadership for the committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. The committee has adequate support from professional staff and outside experts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. All committee members are actively engaged in the work of the committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. The committee's recommendations carry appropriate weight with the board.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Full board discussions summarize and build on the committee's efforts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. What are the core purposes of this committee?

	<i>Primary</i>	<i>Secondary</i>
a. Shape strategic direction and priorities	<input type="radio"/>	<input type="radio"/>
b. Provide fiduciary oversight	<input type="radio"/>	<input type="radio"/>
c. Monitor operational performance	<input type="radio"/>	<input type="radio"/>
d. Offer subject matter expertise	<input type="radio"/>	<input type="radio"/>

3. Who is responsible for driving the committee's work plan and setting meeting agendas?

	<i>Primary</i>	<i>Secondary</i>
Board	<input type="radio"/>	<input type="radio"/>
Committee Chair	<input type="radio"/>	<input type="radio"/>
Chief Executive	<input type="radio"/>	<input type="radio"/>
Other Administrator	<input type="radio"/>	<input type="radio"/>

4. Committee Meetings: To what extent to you agree with the following statements?

	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
a. Committee meetings are well organized (e.g., good agenda, good materials, good presentations).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Committee meetings are run effectively (well managed by chair and management staff).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. The board focuses on strategic issues over operational and administrative matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Committee time is generally well spent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. What 2-3 changes to current committee practices and behaviors would have the biggest positive impact on committee performance? Please elaborate.