

## Board Capacity Self Assessment:

**Directions:** Please indicate the degree to which you agree with the following statements, on a scale of 1-5, with 1 indicating strong disagreement, and 5 indicating strong agreement.

1. The by-laws have been reviewed by legal counsel for compliance with state and federal laws.  
Strongly Disagree   1   2   3   4   5   Strongly Agree
2. The board of directors enforces the by-laws and policies and procedures in a fair and consistent manner.  
Strongly Disagree   1   2   3   4   5   Strongly Agree
3. Each member of the board of directors goes through an orientation process in which s/he is given an overview of the organization's core values, mission, goals, objectives, policies and procedures and by-laws.  
Strongly Disagree   1   2   3   4   5   Strongly Agree
4. The board ensures that the organization files Form AG 990 and performs a financial audit on an annual basis.  
Strongly Disagree   1   2   3   4   5   Strongly Agree
5. Board members and staff understand their roles and responsibilities, and respect their respective boundaries.  
Strongly Disagree   1   2   3   4   5   Strongly Agree
6. Board and staff have the technical skills and experience necessary to carry out the duties as prescribed in his/her position description.  
Strongly Disagree   1   2   3   4   5   Strongly Agree
7. There are board policies in place to address conflicts of interest, and they are strictly enforced.  
Strongly Disagree   1   2   3   4   5   Strongly Agree
8. Board members approve and regularly review all program outcomes and operating policies and procedures of the organization (i.e., personnel, finance, technology)  
Strongly Disagree   1   2   3   4   5   Strongly Agree
9. Board members contribute their own funds to the organization, and assist in fundraising efforts.  
Strongly Disagree   1   2   3   4   5   Strongly Agree
10. The "real work" of the board is done in committees, rather than during board meetings.  
Strongly Disagree   1   2   3   4   5   Strongly

11. There are policies and procedures in place to address conflicts between board members and staff grievances.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
12. The board includes representation from its clientele, as well as a diverse group of stakeholders from within and outside the community.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
13. Balance sheets, income statements and cash flow statements are reviewed at every board meeting.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
14. The organization maintains a minute book that contains minutes of the board meetings and committee meetings.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
15. Board members and staff fully understand and adhere to their duty of loyalty to the organization.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
16. The board and staff participate in the strategic planning process and develop work plans to implement the plan and monitor progress.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
17. Board members have demonstrated a willingness to use their contacts and resources to benefit the organization.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
18. Board members and staff work together to develop programs and carry out fundraising plans.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
19. There are descriptions in place to describe the roles and responsibilities for board members, officers, committees, and the executive director.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
20. Each board meeting has a written agenda, which is distributed before the meeting.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
21. The board of directors reviews the by-laws on an annual basis and updates them as needed.
- Strongly Disagree 1 2 3 4 5 Strongly Agree