

Quick Board Assessment/Analysis

Circle the most appropriate answer for each statement in the columns to the right as they relate to your board (only 1 per line)				
Qualifications for board members recruiting are	Written	Discussed	Assumed	Non-existent
We conduct orientation sessions for new board members	Always	Often	Sometimes	Never
Attendance at board meetings is	High 75%	Avg. 50%+	Low 25%+	Below 25%
We have easy-to-understand mission and vision statements	Yes			No
Our board meets	Monthly	Bi-monthly	Quarterly	Semi or Annually
In the past year we have had a quorum of the board at	All Meetings	All But 1 Meeting	All But 2 Meetings	All But 3 or More Mtgs.
Our board committee structure is	Strong	Adequate	Weak	Non-existent
Administrative overhead is XXX percent of our annual expenses (including fundraising, salaries and expenses) (16% is nat. avg.)	16% or less	17% to 20%	21% to 25%	More Than 25%
Decisions are usually made by XXXXX of the board	Majority	Executive Committee	A Few Members	The Chairperson
The amount of time our board spends on trivial matters is	Very Little	Some	Much	Too Much
The % of board contributing financially to our organization is	100%	High 75%	50%+	Less Than 50%
The % of board members involved directly in fundraising is	High 75%+	Medium 50%+	Low 25%+	Below 25%
We have a long-range plan	Yes			No
Progress of the plan is reviewed at every board meeting	Yes	At Some Board Meetings	Once In A While	No
Board terms are	1 Year	2 Years	3 Years	4 or More
We hold a board retreat	Annually	Every 2 Years	Periodically	Never
Percentage of board members who serve on committees	100%	75%+	50%+	Less Than 50%
% of board members who serve on more than one committee	Less Than 50%	50%+	75%+	All
We have written board responsibilities	Yes			No
We review our by laws annually	Yes			No
We have a nominating committee that meets:	Monthly	Quarterly	Semi-annually	Annually
We have staff members serving on board committees	Yes On All	Yes On Some	Yes On One	No
Non-Board or staff members serve on board committees	Yes			No
Multiply the circles in each column by the #s to the right and total below.	5	3	1	0
Totals				Grand Total

(85 to 115 points = Strong Board; 60 - 84 points = Needs Improvement; 30 - 59 points = Need Tune-up; Less than 30 points = Need Major Overhaul)