SAMPLE BOARD EVALUATION:

Prepared by Alberta Culture & Community Spirit, 2008

QUESTION	RATING	COMMENTS
The Board operates with clearly defined: * Mission and Goals * Bylaws	□ Yes □ No □ Don't Know	
Board members understand their own and each other's roles and duties.	□ Yes □ No □ Don't Know	
Job descriptions have been developed and are used for: * Individual board members * Executive positions * Committee chairpersons	□ Yes □ No □ Don't Know	
The board uses committees and/or work groups to divide board work fairly or delegates appropriately to staff.	□ Yes □ No □ Don't Know	
Committees have a Terms of Reference statement which defines their roles and responsibilities.	□ Yes □ No □ Don't Know	
Board members follow through on plans and commitments.	□ Yes □ No □ Don't Know	
Board members understand their legal/fiduciary obligations and ensure they are being met.	□ Yes □ No □ Don't Know	
The board composition reflects our community diversity.	□ Yes □ No □ Don't Know	
The board represents the interests of the organizations' membership.	□ Yes □ No □ Don't Know	
Board members are elected for a specific/limited term.	Yes □ No □ Don't Know	

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Recruitment of effective board member nominees is a year-round activity.	□ Yes □ No □ Don't Know	
Trusting and respectful relationships exist between board members and other individuals within the organization.	□ Yes □ No □ Don't Know	
Individual board members are evaluated annually to assess and recognize the skills and time they have contributed and to identify the role they will play in the future.	□ Yes □ No □ Don't Know	
The board evaluates its work annually in relationship to the goals and plans they have made.	□ Yes □ No □ Don't Know	
The board communicates clearly and regularly with appropriate staff, volunteers, funders and the wider community.	□ Yes □ No □ Don't Know	
Written policies to guide decision-making exist and are organized in a policy manual.	□ Yes □ No □ Don't Know	
Policies exist in the areas of: *Personnel (paid and volunteers) *Finances *Programs and services *Policy development	□ Yes □ No □ Don't Know	
Board meetings deal primarily with developing policy, planning, developing financial resources, advocacy, and evaluating the organization's work.	□ Yes □ No □ Don't Know	
The board has a written plan that is used to monitor and evaluate the organization's direction.	□ Yes □ No □ Don't Know	
All board members are encouraged to participate in discussions.	□ Yes □ No □ Don't Know	
Conflict is dealt with openly, respectfully and effectively.	□ Yes □ No □ Don't Know	
The board makes sure adequate resources are available to undertake the work of the organization.	□ Yes □ No □ Don't Know	

Reproduced with minor edits from Board Building, Recruiting and Developing Effective Board members for Not-for-Profit Organizations. The Muttart Foundation and Albert Culture and Community Spirit, 2008.