



A Program by Waco Foundation

## The Board Online Self-Assessment Instrument

### Introduction

The state of McLennan County's nonprofit sector is changing. The ever increasing need and demand for services coupled with a decrease in the amount of resources available to help address those needs require nonprofits to constantly adapt in order to serve their populations well.

The new "normal" is upon us and those who serve the sector will be challenged to move beyond current practices in order to ensure not only the survival of their agencies, but its future development and sustainability. Only nonprofits with the most capable and effective leadership can expect to survive and meet the challenges of the future. To address this challenge, the local foundation community is partnering with a number of local businesses and civic groups to offer "Building Better Boards" – a community-wide initiative designed to increase the board skills of existing and future nonprofit boards in Waco.

To help assess where our community excels and where there is room for improvement, we are providing a board online self-assessment instrument. Upon completion, your results will provide information for you to use in building your board and your organization.

**The stronger our nonprofits, the stronger our community.**

Thank you again for your continuing commitment to your organization. We hope that this board assessment successfully helps you to build a better board.

*Special thanks to the Gulf Coast Community Foundation for making their board self-assessment tool available to the Greater Waco Community.*

**GULF COAST**  
**THE FOUNDATION OF COMMUNITY**

For each item below, rate the percentage of time (0 to 25, 26-50, 51-75, 76-100) the board engaged in the described behavior during board meetings over the past twelve months. For example, what percentage of the time did the board reference the mission statement when making decisions?

	Up to 25%	26% to 50%	51% to 75%	76% to 100%	Not Sure
The board references the mission statement in decision-making	<input type="checkbox"/>				
The board requests and receives sufficient information for meaningful discussion	<input type="checkbox"/>				
The board plans, sets policies, develops resources and makes decisions as part of a coordinated process that supports its mission and strategic plan	<input type="checkbox"/>				
The board solicits and evaluates input from participants and other stakeholders as to the continued relevance of its mission and purpose	<input type="checkbox"/>				
The board promotes the organization through the media, speaking engagements, educational materials and other public relations efforts	<input type="checkbox"/>				
The board develops resources to support the organization's mission and strategic plan	<input type="checkbox"/>				
The board engages in team-building activities	<input type="checkbox"/>				

Please comment on any of the above areas.

For each item below, rate the frequency that the board engaged in the described behavior during the past twelve months. For example, were board meetings efficient and effective never, sometimes, often, or always?

	Never	Sometimes	Often	Always	Not Sure
Board meetings are efficient and effective	<input type="checkbox"/>				
The board-Chief Executive relationship is effective and efficient	<input type="checkbox"/>				
The board seeks partnerships with other organizations to achieve a common goal.	<input type="checkbox"/>				
The board uses written selection criteria for choosing board members	<input type="checkbox"/>				
Taskforces and committees are convened only as needed and have a stated purpose and goal	<input type="checkbox"/>				
Committee and taskforce members and chairs are rotated on a predetermined schedule	<input type="checkbox"/>				
Board committees or taskforces include a small number of people with complementary skills	<input type="checkbox"/>				

Please comment on any of the above areas.

For each item below, choose a rating on the 4-point scale from (1) board does not fulfill this responsibility at all to (4) the board completely fulfills this responsibility.

	1	2	3	4	Not Sure
Reports to funders and other key stakeholders are regularly distributed on a pre-determined schedule. Program results are compiled and reviewed by the board for decision-making purposes	<input type="checkbox"/>				
The board reviews financial reports on a predetermined schedule	<input type="checkbox"/>				
The board evaluates board structure, performance and operations regularly through activities such as self-assessments and annual retreats	<input type="checkbox"/>				
The board has set strategic direction based on 3, 5, or 10 year goals	<input type="checkbox"/>				
The board monitors progress toward plan goals on a consistent basis	<input type="checkbox"/>				
The board sets guidelines for assessing partnership opportunities based on mission, needs, goals, and organizational capacity	<input type="checkbox"/>				
The board assesses community needs relative to services at least once every two years	<input type="checkbox"/>				
The board conducts an annual performance evaluation of the Chief Executive	<input type="checkbox"/>				

Please comment on any of the above areas.

For each item below, choose a rating on the 4-point scale from (1) board does not fulfill this responsibility at all to (4) the board completely fulfills this responsibility.

	1	2	3	4	Not Sure
During the past year, all new board members were provided a formal orientation that included both organization information such as mission and strategic plan and board operations such as roles and responsibilities and bylaws	<input type="checkbox"/>				
The board has developed diversified income sources, including public funds, fees, contracts, donations from individuals, corporations and foundations and/or endowments	<input type="checkbox"/>				
The board ensures that the annual budget reflects the priorities of the organization	<input type="checkbox"/>				
The board has a consistent process for establishing the Chief Executive's compensation	<input type="checkbox"/>				
During the past year, the board conducted oversight of the organization's finances and fiscal policies	<input type="checkbox"/>				
During the past year, the board conducted oversight of the organization's risk management processes.	<input type="checkbox"/>				
Board membership is inclusive and representative of the community and/or organization stakeholders.  Demographics (city of Waco): African American/Black: 20.8%, Hispanic/Latinx: 33.2%, Other (e.g. Asian, Native, Pacific Islander): 4.9%, White: 41.1%  Demographics (McLennan County): African American/Black: 14.3%, Hispanic/Latinx: 26.4%, Other (e.g. Asian, Native, Pacific Islander): 3.7%, White: 55.6%	<input type="checkbox"/>				
Source: Prosper Waco, 2017 ACS Profile Demographics.					

Please comment on any of the above areas.

For each item below, choose a satisfaction rating of board performance.

	Completely Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Completely Satisfied	Not Sure
The board has a leadership development plan for board members	<input type="checkbox"/>				
The board has developed a written job description for the chief executive	<input type="checkbox"/>				
The board has established policies for length of board services and rotation of board members and enforces those policies	<input type="checkbox"/>				
The board has approved personnel policies to ensure human resources support the mission and strategic plan	<input type="checkbox"/>				
The board has developed a clear policy on attendance and financial contributions	<input type="checkbox"/>				
The board has approved an evaluation policy that monitors program services and quality improvement activities	<input type="checkbox"/>				
The board has a conflict of interest policy in place	<input type="checkbox"/>				
The board is familiar with the bylaws	<input type="checkbox"/>				
Board members are informed on governance accountability requirements such as the Sarbanes- Oxley Act	<input type="checkbox"/>				
Roles are clearly delineated between the board and staff	<input type="checkbox"/>				
I am an effective board member for the organization	<input type="checkbox"/>				

Please comment on any of the above areas

Please feel free to comment below on your board's performance or any areas we did not include on the assessment. These comments will be included anonymously in your organization's report.