

Board of Directors Evaluation Tool

What are the benefits of evaluation?

Evaluation

- provides a chance for the board to reflect on its strengths and weaknesses,
- allows each director to share his or her view of how the board functions,
- is a good way to monitor the progress towards goals, and
- helps set priorities for future work.

This tool is to assist you in reviewing the performance of your *board as a whole*. It's a quick and easy way to find out how well you are meeting your responsibilities. And your answers will help you to set priorities and improve board functioning.

Evaluating yourself individually can also be a useful exercise and can lead to better board performance. Use the questions on page 87-88 of the Co-op Housing Bookstore's *Board of Directors* manual. You can get a copy of this manual from the Co-op Housing Bookstore, www.coophousing.com/bookstore/index/html.

How often should the board conduct an evaluation?

Annually is best, towards the end of the board's term. It also may be useful to ask a director who resigns before the end of their term to fill out the form.

How do you use this tool?

Here are the steps to putting this tool to work for your board:

- decide when to do the evaluation,
- include this task in your annual calendar of board activities,
- have a short discussion about the value of evaluating the board,
- have all directors complete the form,
- delegate a director(s) or staff person to prepare a summary of the responses,
- discuss the results,
- develop a follow-up plan for changes you want to make,
- celebrate your strengths and successes.

Board of Directors Evaluation Tool
(each director should fill out a separate form)

Board Operations	Yes	No
1. Do you have a job description for directors?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the board meet on a regular basis with quorum?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do directors receive a board package with the necessary information in time to read it before each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do directors come to meetings prepared?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the chair move the board through the agenda and help it make decisions at the same time making sure all directors' views are heard?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do minutes provide a clear record of board decisions?	<input type="checkbox"/>	<input type="checkbox"/>
Total:		

Governance and Accountability	Yes	No
1. Do all directors receive annual board and financial training?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do directors sign an ethical conduct agreement?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the board move to fill policy gaps or revise policies as needed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the board prepare an annual plan and use the plan to guide its work throughout the year?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the co-op have an effective member relations policy?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the board communicate regularly with members? committees? staff/management?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. Does each director do his or her share of board work?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a plan for recruiting new directors?	<input type="checkbox"/>	<input type="checkbox"/>
Total:		

Board of Directors Evaluation Tool

Property Management	Yes	No
1. Does the board have clear, up-to-date maintenance and financial policies, including spending and arrears policies?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the board receive and review management reports and financial statements monthly, including arrears and vacancy reports?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the board discuss and approve the annual budget before it goes to the members for approval?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the board make sure unit inspections are done annually and at move-out and move-in?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the co-op have and does the board monitor the annual maintenance plan?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the co-op have an up-to-date (within last three years) replacement reserve plan?	<input type="checkbox"/>	<input type="checkbox"/>
Total:		

Board-management relations	Yes	No
1. Is there a clear job description and schedule of services for staff/management that is distinct from the role of the board?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the staff/management have enough authority to carry out their job?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there an annual review of the job description, performance and compensation of staff/management?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the board and staff/management work effectively together?	<input type="checkbox"/>	<input type="checkbox"/>
Total:		