

Board Assessment Tool: Example 3

Intended for: Board members seeking to assess their own performance
Objective: Encourage board members to rate their individual performance
Time Required: 30 minutes
Comments: Can be used individually as an internal checklist. BE HONEST!

| Relationships with other Board Members | Yes | No |
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| 1. I respect others' opinions. | | |
| 2. I recognize authority exists only with the board while in session, not with an individual board member. | | |
| 3. I don't make disparaging remarks about other members of the board in or out of the regular meetings. | | |
| 4. I do not commit myself to a vote on issues prior to the board meeting until all facts and points of view are properly presented. | | |
| 5. I support and encourage the delegation of detailed matters to the manager. | | |
| 6. I insist that special committees be appointed to serve only in an investigative or advisory capacity to the board and that a formal charge be given these committees. | | |
| 7. I encourage that executive sessions be held only when necessary and then only in accordance with Pennsylvania's Sunshine Act guidelines. | | |
| 8. I do not participate in any secret sessions that may be called by other board members. | | |
| 9. I insist that the manager be present at any executive session unless he/she is personally involved. | | |
| 10. I keep the information discussed with other board members in an executive session in confidence. | | |

| My Community Responsibility | Yes | No |
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| 1. I continually work toward securing adequate financial support for the district. | | |
| 2. I interpret to the other members of the board, as best I can, the needs and attitudes of the community I represent. | | |
| 3. After board meetings I avoid gossiping with my friends about board business. | | |
| 4. I attempt to appraise fairly both the present and future conservation needs of the community. | | |
| 5. I insist that all business transactions of the district be ethical and open to the public. | | |
| 6. I do not use the district to buy materials for personal use. | | |
| 7. I do not consider my position as a stepping stone to political power. | | |
| 8. I listen to community complaints but make no promise nor take any independent action. | | |
| 9. I try to interpret the district's purpose, goals and priorities to the community. | | |
| 10. I try not to exert influence nor create community pressure groups because of dissatisfaction with other board members or the decisions made by majority vote of the board. | | |

| Working with the Manager and Staff | Yes | No |
|---|-----|----|
| 1. I hold the manager responsible for the administration of the district. | | |
| 2. I give the manager authority commensurate with his/her position and responsibilities. | | |
| 3. I approve employees for hire only on the recommendation of the manager. | | |
| 4. I approve policies only after considering the manager's complete information and recommendations. | | |
| 5. I demand that the manager keep the board fully informed through both oral and written communications. | | |
| 6. I spend more time in board meetings on program problems and procedures than on business details. | | |
| 7. I feel obligated to give the manager friendly counsel and advice with no special orders or mandates. | | |
| 8. I refer all complaints to the manager as per the board's policies in these matters. | | |
| 9. I insist that all complaints about the district coming to the board be in writing and signed by the complainant. | | |
| 10. I present any personal criticisms of employees to the manager in private. | | |

| Operational Methods | Yes | No |
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| 1. I ensure that we operate as a board according to written policies, including the procedures for community members to address the board. | | |
| 2. I am part of the process to update district policies annually. | | |
| 3. I make sure meetings are regularly scheduled and advertised to the community. | | |
| 4. I request that staff members frequently make presentations to the board on matters of consequence to the district. | | |
| 5. I encourage the board to strive to improve its own growth through a planned in-service program with the help of the manager. | | |
| 6. I insist that the board have a strategic plan containing clearly developed vision, mission, goals and priorities and that the plan is shared with the community and our district's partners. | | |
| 7. I participate in and am actively involved in local and regional organizations, meetings and/or training sessions of common interest to the district. | | |
| 8. I make certain that meeting agendas are prepared by the board chair and manager and distributed to board members in advance of meetings along with necessary background materials. | | |
| 9. I faithfully review the agenda and associated materials for each board meeting and arrive at each meeting having given some thought to the agenda item so I can participate in discussions and deliberations. | | |
| 10. I insist that minutes of the board meetings are kept in a convenient place and open for public inspection. | | |

In each of the four categories: Score 10 points for each question answered "Yes".

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| Below 70: | Poor |
| 70-80: | Fair |
| 80-90: | Good |

90-100: Excellent