



Quarterly Board Member Self-Evaluation Form

Name: _____

Date: _____

An evaluation form will be distributed on a quarterly basis. Answer the following questions giving thought to each question and return to the Executive Assistant. Use the following questions for individual board member evaluation. If you answer “yes” to these questions, you are most likely fulfilling your responsibilities as a board member.

	Yes	No	Not Sure
1. Do I understand and support the mission of the organization?			
2. Am I knowledgeable about the organization's programs and services?			
3. Do I follow trends and important developments related to this organization?			
4. Do I assist with fundraising and /or give a significant annual gift to the organization?			
5. Have I read and understand the organization's financial statements?			
6. Do I have a good working relationship with the President / CEO?			
7. Do I recommend individuals for service to the board?			
8. Do I prepare for and participate in board meetings and committee meetings?			
9. Do I act as a good-will board member to the organization?			
10. Do I find serving on the board to be a satisfying and rewarding experience?			
11. Have I read and understand the organization's goals and objectives for the current year?			
12. If a member of a Council and /or committee, am I an active and informed participant in meetings, and do I understand the goals and objectives of the Council and/or committee?			

Quarterly Board Meeting Evaluation Form

A board meeting evaluation form will be distributed on a quarterly basis. Answer the following questions giving thought to each question and return to the Executive Assistant.
 Use the following questions to evaluate board meetings.

	OK	Needs Improvement	Suggestions for Improvement
1. The agenda was clear, supported by the necessary documents, and circulated prior to the meeting.			
2. All board members were prepared to discuss materials sent in advance.			
3. Reports were clear and contained needed information.			
4. We avoided getting into administrative / managements details.			
5. A diversity of opinions were expressed and issues were dealt with in a respectful manner.			
6. The Chairman guided the meeting effectively and members participated responsibly.			
7. Next steps were identified and responsibility assigned.			
8. All board members were present.			
9. The board meeting began and ended on time.			
10. The meeting room was conducive to work.			