

Board Effectiveness Quick Check

Instructions

The Quick Check is intended to be completed by board members and the CEO. Please rate each statement according to your perception of how well your organization/board attends to each of these factors. Ratings are on a seven-point scale where 5 equals 'Agree Strongly', 0 equals "Disagree Strongly" and Don't Know equals minus one (-1). Please enter in the line to the right of each statement the numerical rating that most closely corresponds to your perception of how well your board attends to each of the items. We are seeking an 'off-the-top-of-your-head' or spontaneous response based on your immediate perceptions.

Note: The term CEO is used to refer to chief executive officer, executive director, senior manager, management team leader, staff coordinator and other similar designations.

Rating Scale: Agree Strongly (5); Agree (4); Agree Somewhat (3); Disagree Somewhat (2); Disagree (1); Disagree Strongly (0); Don't Know (-1)

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|---|-------|
| 1. This organization's orientation for board members adequately prepares them to fulfill their governance responsibilities. | _____ |
| 2. This board is actively involved in planning the direction and priorities of the organization. | _____ |
| 3. The board does a good job of evaluating the performance of the CEO
<i>(measuring results against objectives).</i> | _____ |
| 4. This organization is financially sound <i>(viable and stable).</i> | _____ |
| 5. Board members demonstrate clear understanding of the respective roles of the board and CEO. | _____ |
| 6. The organization's resources are used efficiently <i>(good value for money spent).</i> | _____ |
| 7. The board has high credibility with key stakeholders <i>(e.g., funders, donors, consumers, collateral organizations or professionals, community, staff).</i> | _____ |
| 8. Board members demonstrate commitment to this organization's mission and values. | _____ |
| 9. Board members comply with requirements outlined in key elements of the governance structure <i>(bylaws, policies, code of conduct, conflict of interest, traditional/cultural norms, etc.).</i> | _____ |
| 10. The board's capacity to govern effectively is not impaired by conflicts between members. | _____ |
| 11. There is a productive working relationship between the board and the CEO <i>(characterized by good communication and mutual respect).</i> | _____ |
| 12. I am confident that this board would effectively manage any organizational crisis that could be reasonably anticipated. | _____ |
| 13. Board meetings are well managed. | _____ |
| 14. The board uses sound decision-making processes <i>(focused on board responsibilities, factual information, efficient use of time, items not frequently revisited, effective implementation).</i> | _____ |
| 15. This organization has a good balance between organizational stability and innovation. | _____ |
| Total of the 15 items | _____ |
| Overall Score (Total divided by 15) | _____ |

Board Effectiveness Quick Check – Scoring

Calculate the Overall Average for each respondent by totaling the ratings on the fifteen items and dividing by fifteen. Calculate the average of responses from individual board members on each of the fifteen individual items and the Overall Average by totaling the ratings of all board members and dividing by the number of board members who completed the ‘Quick Check’. Compare the board averages to the responses of the CEO.

Item	Respondents															Board Total	Bd Avg.*	CEO **
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
Tot																		
Tot/15																		

* Total divided by number of BOARD respondents for each item. This provides the overall board effectiveness rating.

** Compare average of board responses to CEO responses for each item and the total.

Note: If you wish to compare the results of your board’s responses to the ‘Quick Check’ with the average of those in our database, please contact the author. There is a small fee to cover the costs of this service.