

Board Assessment Tool: Example 1

Purpose: Intended for Boards seeking to assess their own performance

Objective: Exercise for board members to rate their own performance

Time Required: 30-45 minutes by each board member prior to discussion; 1-2 hours discussion

Comments: Should be completed anonymously by each director (and active associate director);
Compile responses; Discuss; Can be facilitated by board chair or external facilitator

Rating Scale: 1) Unsatisfactory, 2) Needs Improvement, 3) Satisfactory, 4) Very Good, 5) Exceptional

Indicator	Rating					Comments
I. Board/Manager Relations						
1. The Board promptly communicates all expectations, compliments, concerns or criticisms of the district to the manager with the expectation of feedback when appropriate.	1	2	3	4	5	
2. The Board refrains from infringing on the manager's areas of responsibility and follows procedures as agreed upon in communicating with district staff.	1	2	3	4	5	
3. The Board refrains from public criticism of the manager or staff.	1	2	3	4	5	
4. The Board encourages the manager's participation in professional associations and activities.	1	2	3	4	5	
5. The Board provides, through policy, a clear set of expectations of performance and personal qualities against which the manager will be measured.	1	2	3	4	5	
6. The Board maintains a professional compensation package for the manager.	1	2	3	4	5	
II. Board/Meetings						
1. The Board conducts all board meetings efficiently and effectively.	1	2	3	4	5	
2. The Board provides opportunities for public participation in board meetings.	1	2	3	4	5	
3. The Board has procedures (agreed upon between the board and manager) for developing the agenda and getting materials to the Board in advance of meetings.	1	2	3	4	5	
4. The Board makes a sincere effort to be informed on all agenda items prior to meetings.	1	2	3	4	5	
5. The Board adheres to its adopted code of ethics.	1	2	3	4	5	
III. Board/Community Relations						
1. The Board refrains from committing to a position on an issue before all relevant facts are presented.	1	2	3	4	5	
2. Board members refrain from speaking for the board on issues for which the board has no official position.	1	2	3	4	5	
3. The Board allows for citizen input through public hearings, advisory committees, etc.	1	2	3	4	5	
4. The Board supports the chair and/or the manager in his/her role as spokesperson for the board.	1	2	3	4	5	
5. The Board has an established procedure for disseminating information to the public.	1	2	3	4	5	
6. The Board strives to maintain an open dialogue with governmental leaders.	1	2	3	4	5	

IV. Board Qualities						
1. The Board displays a sincere and unselfish interest in conservation that develops and contributes to the growth of the district.	1	2	3	4	5	
2. The Board possesses knowledge of the doctrines of conservation and the needs of the community.	1	2	3	4	5	
3. The Board strives to improve the knowledge and skill of board members in serving in a governance capacity.	1	2	3	4	5	
4. The Board weighs all decision in terms of what is best for the citizens and resources of the county.	1	2	3	4	5	
5. The District (through the Board) is visible in the community.	1	2	3	4	5	
6. The Board is independent and open-minded and respects the opinions of the individual board members and manager on various issues.	1	2	3	4	5	
V. Personnel Relations						
1. The Conservation District has sound personnel policies.	1	2	3	4	5	
2. The Board authorizes the manager to employ and assign staff members.	1	2	3	4	5	
3. The Board encourages professional growth and increased competency of the staff through the attendance at educational meetings and staff development activities.	1	2	3	4	5	
4. The Board provides appropriate staffing based on the needs of the district.	1	2	3	4	5	
5. The Board adopts a yearly work plan that contains specific measurable goals with identified timelines and responsible individuals or committees.	1	2	3	4	5	
6. The Board provides for input from district	1	2	3	4	5	
VI. Financial Management						
1. The Board equates the income and expenditures of the district in terms of the quality of the programs provided and their ability to support such programs.	1	2	3	4	5	
2. The Board takes the leadership in suggesting and securing support for necessary district finances.	1	2	3	4	5	
3. The Board understands the basic principles of finance and how district finances are handled.	1	2	3	4	5	
4. The Board provides formal and informal opportunities for employees to have input during the budgetary process.	1	2	3	4	5	
5. The Board monitors the financial status of the district.	1	2	3	4	5	
VII. Board In-Service						
1. The Board keeps abreast of conservation district issues by attending educational workshops and conferences at the local, regional, and state levels.	1	2	3	4	5	
2. The Board keeps abreast of natural resource issues by attending educational workshops and conferences at the local, regional, and state levels.	1	2	3	4	5	

3. The Board annually assesses its performance and commits to the training necessary to improve its own performance.	1	2	3	4	5	
VIII. Policy Development						
1. The Board develops sound written policies and maintains an up-to-date organized policy manual, which provides ready access to each policy.	1	2	3	4	5	
2. The Board cooperatively establishes policies with the manager and staff for the operation of the district.	1	2	3	4	5	
3. The Board allows appropriate input into the policy development process.	1	2	3	4	5	
4. The Board provides for periodic policy review and revision.	1	2	3	4	5	
IX. Goal Setting and Planning						
1. The Board establishes clearly identified goals based on the assessed needs of the district.	1	2	3	4	5	
2. The Board plans and implements appropriate activities to address the needs identified in the board assessment process.	1	2	3	4	5	
3. The Board annually reviews and revises the board's strategic long-range plan.	1	2	3	4	5	
4. The Board sets goals that encourage positive participation in the affairs of the district.	1	2	3	4	5	
5. The Board adopts a process and timeline for the preparation of the budget.	1	2	3	4	5	
X. Media Relations						
1. The Board ensures a continuous, planned program of public information regarding the district.	1	2	3	4	5	
2. The Board cooperates with various media for the dissemination of information about the district.	1	2	3	4	5	