

### 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!

<b>Relationships with other Board Members</b>	Yes	No
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.		

<b>My Community Responsibility</b>	Yes	No
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.		

<b>Working with the Manager and Staff</b>	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.		

<b>Operational Methods</b>	Yes	No
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".

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

90-100: Excellent