

Board Evaluation & Gap Analysis

Good governance practice dictates an annual review of board operation and board member self-assessment of skills and qualifications. This information will be utilized by the HR/Governance Committee to develop an annual gap analysis and plan for future board development and strengthening.

		Comments on strengths or ideas for improvement
The board operates with clearly defined: <ul style="list-style-type: none"> - Mission - Vision - Values - Strategic Plan or Priorities 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
Board members understand their own and each other's roles and responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
Committees have Terms of Reference documents which defines their role and responsibility.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
Board members follow through on plans and commitments.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
Board members understand their legal/fiduciary obligations and ensure they are being met.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
The Board composition fairly reflects our community diversity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	

<p>The Board understands that it represents the interests of the organizations' membership.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
<p>Recruitment of effective board member nominees is a year-round activity.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
<p>Trusting and respectful relationships exist between board members and other individuals within the organization.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
<p>The board evaluates its work annually in relationship to the goals and plans they have made.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
<p>The board communicates clearly and regularly with appropriate staff, volunteers, and stakeholders.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
<p>Written policies to guide decision making exist and are organized in the board manual/portal.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
<p>Board meetings deal primarily with developing policy, planning, developing financial resources, strategic planning and evaluating the organization's work.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
<p>The board has a written plan/strategic roadmap that is used to monitor and evaluate the organization's direction.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	

All board members are encouraged to participate in discussions.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
Conflict is dealt with openly, respectfully, and effectively.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
The board makes sure adequate resources are available to undertake the work of the organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/> Don't know	
As board members we are aware of what is expected of us.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
The agenda of board meetings are well planned so that we are able to get through all necessary board business.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
We do a good job encouraging and dealing with different point of view.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
Our board meetings are frequently fun.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree	

	<input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
The board assesses its composition and strengths in advance of recruiting new board members.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
I have a good record of meeting attendance.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
I am familiar with what is in the organization's by-laws and governing policies.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
When I have a different opinion than the majority, I raise it.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
I promote the work of our organization in the community whenever I have a chance to do so.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	

<p>There is a clear understanding on most matters where the board's role end and the CEO's begins.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know 	
<p>There is a good two-way communication between the board and the CEO.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know 	
<p>The board trust the judgement of the CEO.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know 	
<p>The board provide direction to the CEO by setting and reviewing policies.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know 	
<p>The board or the committee of the board, has formally evaluated the CEO within the past 12 month.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know 	
<p>The board provides feedback and shows its appreciation to the CEO on a regular basis.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree 	

	<input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
The Chair is well prepared for board meetings.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
The Chair helps the board to stick to the agenda.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
The Chair tries hard to ensure that every board member has an opportunity to be heard.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
The Chair knows how to be direct with an individual board member when their behaviour needs to change.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	
The board supports the Chair.	<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Don't know	

Annual Self - Assessment

1. My board service, this term, improved the organization's services, finances or image in the community by:

2. My strengths as a board member are:

3. I am interested in serving an additional term:

- Yes
- No

4. If yes, I would be interested in serving as:

- Chair
- Vice Chair
- Secretary
- Treasurer

5. I have attended ____ of ____ regular board meetings.

6. I have attended ____ of ____ special board meetings.

7. I have participated in ____ of ____ organizational events.

8. I prepare for board meetings by reading background materials and researching any issues requiring decision:

- Always
- Often
- Sometimes
- Seldom
- Never

9. I am an active participant in board meetings, feel comfortable discussing issues, and recognize the roles and responsibilities of the board:

- Always
- Often

- Sometimes
- Seldom
- Never

10. Additional information or skills I need to be a better board member include:

11. Topics I would like to suggest for board training, discussion, future meetings, or strategy sessions include:

12. Governance related areas I would like to see covered at future meetings or training sessions include:

13. Future strategic sessions/retreats should cover the following topics:

NHA Board Composition Matrix

Board Member Name:

CRITERIA

	Strong	Adequate	Weak
Competency			
Chaired a board or committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other governance role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Experience			
Not for Profit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Knowledge/Involvement			
Community Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resident of Areas Served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service on Other Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other - Specify			
Area of Influence			
Corporate/Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Life/Lived Experience			
Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Male	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Person with a Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lived Experience of Poverty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethno-Racial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other - Specify			