



BOARD SELF-ASSESSMENT SURVEY: SHORTFORM

PURPOSE

To help the Board assess how well it is functioning and to identify areas where the Board as a whole might improve.

Read each of the following statements and give each a score by placing a tick in the appropriate column. The scoring range is 1 to 4. The consolidated results can form the basis of a board discussion on areas of strength, areas of improvement, and areas where there are divided views within the board.

1 is Agree Strongly

2 is Agree

3 is Disagree

4 is Disagree Strongly

How satisfied are you that:

MISSION AND DIRECTION

1. All Board members are familiar with the current mission statement?
2. The Board is knowledgeable about the organisation's current activities and services?
3. The Board fully understands the external environment in which it is operating?
4. The Mission and Activities are appropriate for the organisation's role in the next few years?
5. The organisation has developed a strategic plan and is planning adequately for the future?
6. The Board has adopted policies which enhance its effectiveness (e.g. conflict of interest policies, risk management policies etc.)?
7. The Board focuses its attention on long-term significant policy issues rather than short-term administrative matters?
8. The Board has approved an effective marketing and public relations strategy for the organisation?
9. Board members talk about the organisation to key people?
10. The Board understands the fundraising strategy for the organisation?

FINANCES

1. The organisation has developed a sound financial strategy and good financial controls?
2. The Board discusses thoroughly the annual budget of the organisation and its implications before approving it?
3. The board receives regular financial reports that are understandable, accurate and timely.

ROLES

1. The Board currently contains a sufficient range of expertise to make it an effective governing body?
2. The respective roles of the Board and staff are clearly defined and understood?
3. A written job description clearly spells out the responsibilities of the chief executive?
4. The Board supports the chief executive in his/her role.
5. A climate of trust exists between board and Chief Executive.
6. The Board assesses the performance of the Chief Executive and General Manager in a systematic way.

MEETINGS

1. The Board holds effective meetings.
2. The Board's size and structure is adequate.
3. There is an adequate level of attendance at board meetings.
4. The agenda is well prepared.
5. The Board is clear on the decisions it has to take.
6. The Chair manages the meetings effectively.
7. The meetings run to time.
8. We have a good balance between routine monitoring and more strategic issues.
9. The atmosphere is constructive.
10. Everyone contributes to discussion.
11. The Board adds value to the organisation.

FURTHER QUESTIONS

1. What issues should occupy the Board's time and attention during the next year or two?
2. How can the Board's performance be improved?

SOURCE

- > Fishel, D, The Book of the Board, Federation Press, Sydney, NSW (2003; 3rd edn. 2014)

SERVICES

- > Positive Solutions offers Board Reviews including an online self assessment survey. We seek a 100% response rate, following up board members to secure this where needed. We then provide a report summarising issues for consideration and recommendations for future action by the board. Following Chair feedback on the draft report, the report is revised and circulated to the full board with a facilitated discussion.

ABOUT POSITIVE SOLUTIONS

Positive Solutions offers a range of services to non-profit boards throughout Australia. [Board development workshops](#) and detailed board reviews can be tailored to the needs of each organisation. To find out more about how Positive Solutions can help you, contact: info@positive-solutions.com.au or call 07 3891 3872.

THE BOOK OF THE BOARD

[The Book of the Board](#) is Australia's standard reference book for board and committee members of non-profit organisations. Authored by Positive Solutions Director, David Fishel, and currently in its third edition, The Book of the Board provides clear guidance on the role of the non-profit board, formal and legal responsibilities, and the ways in which the board can maximise its effectiveness for the organisation.

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