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**BOARD OF DIRECTORS SELF EVALUATION**

**Part 1 - To be completed by the board as a whole.**

On a scale of 1 to 10 (with 10 being the highest), rate RRCI board's general functioning in the space provided on each of these issues. Those items receiving low scores (3 or below) need rapid attention; those items scoring from 4 to 7 need improvement and a plan of action should be built into RRCI's work plans; those scoring from 8 to

10 require periodic monitoring.

1. The board's by-laws are clear and current. \_\_\_\_\_\_\_\_

2. Board members are familiar with the by-laws. \_\_\_\_\_\_\_\_

3. Committees meet regularly and report back to the board. \_\_\_\_\_\_\_

4. Generally, at least 80% of the board members attend board meetings. \_\_\_\_\_\_\_\_

5. A quorum to conduct business is always present. \_\_\_\_\_\_\_\_

6. Each board member serves on at least one committee. \_\_\_\_\_\_\_\_

7. The board's composition is diverse in regard to type of disability, ethnicity, gender and age. \_\_\_\_\_\_\_\_

8. The board's composition reflects an adequate range of talents, skills, experience and knowledge. \_\_\_\_\_\_\_\_

9. Procedures for board recruitment are clear and reflect a broad understanding of board roles

and needs. \_\_\_\_\_\_\_\_

10. Board members are fully informed about RRCI and what is expected of them prior

to being offered a board position. \_\_\_\_\_\_\_\_

11. New board members receive a manual and thorough orientation to the organization and their

roles in it. \_\_\_\_\_\_\_\_

12. Training regarding board roles, services offered, etc. is an integral part of board operations. \_\_\_\_\_\_\_\_

13. Rules regarding board member terms of office are clear. \_\_\_\_\_\_\_\_

14. The board plays a role in the development of long and short term plans. \_\_\_\_\_\_\_\_

15. Board meetings are well planned - agendas and supporting materials are available before the

 meetings, where feasible, and minutes are available shortly thereafter. \_\_\_\_\_\_\_\_

16. Staff participate appropriately at board and committee meetings. \_\_\_\_\_\_\_\_

17. Procedures for board and committee operations are clear. \_\_\_\_\_\_\_\_

18. The board's decision-making process is explicit and rational. \_\_\_\_\_\_\_\_

19. Existing decision making procedures are followed consistently. \_\_\_\_\_\_\_\_

20. Decision making includes all persons required by by-laws, policies and procedures. \_\_\_\_\_\_\_\_

21. The board develops the budget and reviews the fiscal performance and status of RRCI. \_\_\_\_\_\_\_\_

22. The board evaluates the program services of RRCI on a systematic and regular basis. \_\_\_\_\_\_\_\_

23. The board has formal procedures for evaluation of the performance of the executive director. \_\_\_\_\_\_\_\_

24. In general, relationships between board members and staff are characterized by trust and

good faith. \_\_\_\_\_\_\_\_

25. Communication among board, staff and consumers is clear and effective. \_\_\_\_\_\_\_\_

26. All information necessary for effective policy making is made available to the board. \_\_\_\_\_\_\_\_

27. Board deliberations are characterized by full board participation and with respect for

divergent opinions. \_\_\_\_\_\_\_\_

28. In general, board members work harmoniously to achieve their collective goals. \_\_\_\_\_\_\_\_

29. Board members generate financial support for RRCI according to their individual means. \_\_\_\_\_\_\_\_

30. Board members are active in securing external funding. \_\_\_\_\_\_\_\_

**MANAGEMENT AUDIT CHECK LIST**

Complete this checklist to assess compliance with basic management rules. Make notes of dates on items as appropriate for review, renewal or recertification purposes. For each one, check whether your organization has it, whether the document is accessible (readily available to you?), and whether it is up-to-date.

**Written documents that ALL not-for-profit organizations must have:**

Have It? Is it Is it

 Accessible? Updated?

 Articles of Incorporation/By-Laws.

 Letter from IRS regarding tax-exempt status [usually 401(c)(3)].

 Annual registration from state of Utah.

 Completed 990 tax forms for maintenance of IRS tax exemption.

 Annual independent audit completed by and independent public accountant or certified public accountant.

 Annual report (usually narrative with highlights of previous year

 plus copy of audited financial statement).

 Meeting minutes from all official and duly called meetings of

 the board of directors.

 Payroll and tax records consistent with local, state and federal

 laws and requirements.

 Fiscal management system which leaves a “clean” audit trail of

 all income and expenses.

 Solicitation permits from the Department of Commerce.

 A list of items which are required by local, state, or federal

 grants and contracts for compliance purposes.

 Statement of mission, service area, and goals

 Short and long range plans for each fiscal year.

 Commission statements for each board committee and

 sub-committee.

 Organizational chart of board, committees, and subgroups.

 Roster of board of directors/Organizational chart of staff.

 Job descriptions for all staff, board members and key volunteers.

 Performance appraisal forms and procedures.

 Personnel policies.

 Descriptions of services offered, eligibility for services.

 Evaluation system used to assess RRCI’s success in achievement

 of goals and objectives.

 Agreements and/or contreact with other organizations and

 agencies.

 Written statements of positions taken on public or legislative

 issues.

 Written office procedures.

 Written descriptions of procedures for the provision of services,

 including instructions for completion of forms used.

 Policies and procedures for recruitment of board members.

 Internal management audit system covering annual review of all

 policies and procedures.

 Planned mechanisms for providing in-service training and other

 types of educational benefits for employees and volunteers.

 Strategic long range plan.

**Policies governing the following activities:**

 Delivery of service to consumers.

 Public relations and meda relations fundraising.

 Marketing.

 Equal employment opportunity and affirmative action.

 Ethics for staff and volunteers.

 Organizational planning.

 Budgeting and budget revisions.

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**Part 2: To be completed by each Board Member individually.**

**RATE YOURSELF AS A BOARD MEMBER ON EACH OF THE FOLLOWING ITEMS. WHEN COMPLETED RETURN FORM TO THE BOARD PRESIDENT**

Circle all items which you believe require more attention from you as a board member.

**THE ORGANIZATION**

**I UNDERSTAND:**

1. The mission of RRCI.

2. RRCI’s structure.

3. The by-laws of RRCI.

4. The policies and procedures for RRCI.

5. The goals of RRCI.

6. How RRCI's decisions are made.

**THE LEGAL RESPONSIBILITIES OF A BOARD MEMBER**

**I KNOW:**

1. The role of the board.

2. My legal responsibilities.

3. Whether I am insured.

4. My potential liabilities as a board member.

5. How much lobbying and advocacy activity I can undertake in the name of the

agency.

**THE BOARD**

**I KNOW:**

1. The members of the board.

2. What each person's position on the board is.

3. Each board member's skills.

4. Each board member's position in the community.

5. Each person's role in the fulfillment of the purposes of the organization.

6. My responsibilities.

7. What commitments of my time and money are expected.

**FINANCES**

**I KNOW:**

1. The current budget for RRCI.

2. Who develops, approves and administers the budget.

3. If RRCI keeps within its budget.

4. How to read a balance sheet and financial statement.

5. What the main revenue sources are.

6. Who audits RRCI.

7. What additional revenue sources are possible.

**FUNDRAISING**

**I KNOW:**

1. How much I am expected to contribute.

2. What role I am to play in fundraising activities.

4. How to solicit money for RRCI.

**THE STAFF**

**I KNOW:**

1. The personnel policies and procedures.

2. The organization chart of RRCI.

3. Key staff leadership.

4. The job descriptions for staff members.

5. How the executive director intends to accomplish the goals of RRCI this year.

6. The executive director's strengths and weaknesses.

7. How the executive director's performance and salary are evaluated.

**Comments/Recommendations:**

Name