



5 MINUTE BOARD SURVEY

This tool allows for a quick scan of the various components of board leadership and serves as a “check-in” to see how the board is performing. It also helps to identify areas for improvement and where additional information is needed. It is particularly useful when the board as a whole feels like things aren’t progressing well or that there is confusion on where the board needs to be spending its time.

This tool comprises a series of statements on specific areas of board performance which individuals should rank and secondly a series of open ended questions.

How would you use this tool?

First, have a discussion at a board meeting about conducting a quick assessment on how things are going. If the board agrees the timing is right, make an agreement on how and when the tool would be disbursed, who would tabulate the findings and when the information would be brought back to the board for discussion. This discussion would focus on the areas for improvement, but may also highlight a need for further training for the board (link to board governance or request for services)

This is the ideal time to use a consultant or outside volunteer to tabulate and compile the common themes. But, if this isn’t possible, the board chair is the most appropriate person to play that role. If that isn’t possible, another board member could play that role. The Executive Director or other staff person should not tabulate the data.

How do you interpret the results?

Once all responses are tabulated, analysis should focus on three key areas:

1. Agreement – where it’s clear everyone is on the same page
2. Disagreement - where responses are all over the place and board members do not have the same understanding of the situation
3. Confusion – where respondents didn’t understand what was being asked or interpreted the information inaccurately

It’s important to affirm the areas that are working well and focus discussion and future training opportunities on the areas where people are not on the same page (disagreements or confusion). After a debrief of the tool’s findings, the discussion should focus on prioritizing which areas need immediate attention and which areas can be addressed throughout the year.



5 MINUTE BOARD SURVEY
DATE

Please take five minutes to complete the following survey. When completed please return to NAME, ADDRESS, PHONE< FAX, e-MAIL or email back to EMAIL ADDRESS (the person who sends out the tool via email).

Please complete the surveys by DATE.

Board Performance Areas	Yes	No	Needs Improvement	Need More Information
1. Our board as a whole is well-versed about the organization’s mission, strategic plans and goals.				
2. Board members are familiar with their role and responsibilities and the organization’s bylaws and structure.				
3. Board members understand the organization’s finance and income sources.				
4. Board members are actively involved in board meetings and organization events.				
5. Board members come to meetings well-prepared.				
6. The board spends time at board meetings on issues within the board’s purview rather than issues that belong to the staff.				
7. Board members are actively involved in determining how the board can be good stewards of the organization.				
8. The board does a good job of not dealing with day-to-day management or operational matters				
9. We have the right people on the board.				
10. Board discussions are engaging and when there is conflict, adequate time is spent on reviewing disagreements before decisions are made.				

11. What two things work particularly well on your board?

12. What issues/tasks does your board seem to struggle with on an ongoing basis (never seems to get done)?

OVER PLEASE

13. What one thing would you change to make the board more effective?

14. If a board training was developed, what are the top three things we should cover from your perspective?

15. Please rate how valuable you personally think a board training would be: 1 2 3
not at all somewhat very
valuable

16. Additional comments?

Thank You!
We will discuss the results of this survey at the DATE meeting