## Practices of Effective Nonprofit Boards:
### Assessment & Prioritization Tool

<table>
<thead>
<tr>
<th>PERFORMANCE AREA</th>
<th>PRACTICES</th>
<th>Assessment</th>
<th>Priority (1, 2, 3)</th>
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</thead>
<tbody>
<tr>
<td><strong>Selection and Composition</strong></td>
<td>1. Collectively, the board has the combination of skills (e.g. finance, governance, facilitation, fundraising etc.), experience, and constituency representation necessary to carry out its work.</td>
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<td>2. There is a new member recruitment process that first identifies the needs of the board and then recruits and selects individuals with rigor.</td>
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<td>3. The board has term limits and a limit to the number of terms that one individual can serve.</td>
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<td><strong>Board Structure that Supports Board Work</strong></td>
<td>4. The board has mechanisms in place to manage board work and to facilitate communications between meetings (e.g. committees, task forces, retreats).</td>
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<td>5. Board officers understand their roles and responsibilities and have a process for selecting and preparing new officers (e.g. officer succession planning).</td>
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<td>6. The board establishes an annual workplan for itself that is aligned with the goals and objectives of the overall organization; individual members complete workplan assignments well and on time.</td>
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<td><strong>Continuous Learning</strong></td>
<td>7. The board evaluates its own performance and the executive director’s performance on a regular basis.</td>
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<td>8. The board ensures that the organization measures organizational impact and evaluates its programs and services, and then uses learnings to improve.</td>
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<td>9. The board has a new member orientation plan and provides its members with professional development opportunities and guidance.</td>
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<td><strong>Partnership and Relationship Building</strong></td>
<td>10. Board agendas are well planned with input from all members; meetings are facilitated well and provide for open discussion with all members actively contributing and participating.</td>
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<td>11. Board and staff are clear about their respective roles and responsibilities (e.g. what is governance vs. management and support).</td>
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<td>12. The executive director and board chair work effectively as a leadership team to guide the work of the board and provide direction to other members.</td>
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<td><strong>Community Engagement</strong></td>
<td>13. Board members are active in the community and regularly bring external perspectives into board discussions.</td>
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<td>14. All board members are involved in some aspect of fund development; activities vary among members (to tap into individual skills and strengths) so that the board as a whole is carrying out its overall fundraising responsibilities.</td>
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<td>15. Each board member makes a financial contribution to the organization every year at a level that is significant for them.</td>
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### Assessment Codes
- **NEW** = This is a new idea for us; we have not considered it yet.
- **BEG** = We have recently begun to put this into practice, but we’re still working it out.
- **YES** = We do this regularly.
- **N/A** = This is not relevant to us at this time.