

**SOP # 5 Revision:** 9.23.15  
**Effective Date:** 2-16-2011

**Prepared by:** Bylaws/Policies and Procedures Comm.  
**Approved by:** Board of Directors

**Title:** **SANTA ROSA PLATEAU FOUNDATION (SRPF) - BOARD SELF-ASSESSMENTS**

**Policy:** A self-assessment of the Board as an entity and as individual members should be conducted periodically, at least every two years. The President of the Board, together with the Bylaw/Policy and Procedure Committee, is responsible for setting the standards and procedures whereby Board self-evaluation can occur on a regular basis.

**Purpose:** To determine that the Board has the capabilities essential to thoughtfully examine basic organizational issues such as quality and costs, while providing imaginative leadership and, if not, to determine what can be done to acquire these capabilities. Also, to bring individual assumptions and concerns to the surface, to be dealt with at a greater level of awareness and in terms of the direct and indirect consequences they may have on the SRPF.

**Scope:** Each self-assessment is to be conducted in a manner that is designed to bring about positive and practical changes in the Board as a group and in individual members' performances.

**Procedure:**

## **1.0 EVALUATION**

- A. The Board of Directors' collective self-assessment is to be conducted publicly, with full participation of the members and Executive Director (ED). It is generally agreed that resulting changes will be more easily accepted and implemented when those involved in the changing process have also been involved in the process to determine the change.
- B. The first step will be to identify the status of the SRPF's programs, as well as the desired future status of SRPF's programs. To do so, the Bylaw/Policy and Procedure Committee, with assistance from the ED, will gather valid data that reflects the present situation and the need for future actions.
- C. Next, the Bylaw/Policy and Procedure Committee, with input from the Board President, will formulate a questionnaire to be distributed to each Board member. This questionnaire may also be distributed to any advisory bodies or stakeholders whose input the Committee determines to be essential to the outcome of the evaluation process

## 2.0 EVALUATION OF THE FULL- BOARD QUESTIONNAIRE

- A. The questionnaire should be accompanied by pertinent data gathered by the committee. Time will be set-aside at a regular Board meeting or, if possible, at a special workshop for confidential completion of the questionnaires. The questionnaire will cover the following areas:
1. Representation and balance – The Board has the right mix of professions, skills, life experiences, ethnicity, gender and age to govern and help with fundraising in order to responsibly fulfill the SRPF’s mission.
  2. Selection process – The Board has a defined process for selecting new Board members.
  3. Orientation, training, education –The Board has a process for new Board member orientation and ongoing education and training for all Board members.
  4. Strategic Planning - The whole Board completes an annual strategic plan.
  5. Succession - There is an effective succession planning process in place to ensure continuity and stability of the organization.
  6. Performance – There is a policy to handle the removal of Board members, if necessary.
  7. Evaluation – The Board has implemented a formal, whole Board evaluation to be completed at least every 2 years.
  8. Disclosure – The Board is open and transparent regarding financial and operating matters.
  9. Role in fiscal control – The Board has a process for financial oversight.
  10. Unexpected crisis – The Board is confident that the organization could respond effectively to an unexpected crisis, i.e. financial, personnel, economy, etc.
  11. Staff Communication – There is clear, two-way communication between the Board and the Executive Director
  12. Executive Director Review – The Executive/Personnel Committee formally reviews the performance of the ED on an annual basis and a summary of the review is subsequently shared with the Board.
  13. Committee Process – There is effective and resourceful committee structure to make recommendations to the Board.
  14. Board Meeting preparation –Board meetings reflect organization by the Executive Committee and preparation by individual Board members.
  15. Role in the community – Each Board member has the willingness to serve as a community ambassador for SRPF.

16. Social Responsibility – The Board is responsibly discharging its mission and adheres to ethical fundraising practices.
17. Code of Ethics/Conflicts of interest – The Board Code of Ethics has a clearly stated conflict of interest policy.
18. Core Values – The Board demonstrates a strong commitment to its core values.

#### **4.0 EVALUATION OF INDIVIDUAL DIRECTORS**

A. At the end of their term each Director will be given the opportunity to do a self-assessment that will then be reviewed by the Board. The questionnaire should cover the following areas:

1. Knowledge of SRPF's Mission, Activities and Relationships
2. Meeting and Committee Preparation
3. Ambassadorship
4. Attendance and Promptness
5. Special Service

#### **5.0 FULL BOARD EVALUATION REPORT**

- A. The Bylaw/Policy and Procedure Committee will tally the responses from the questionnaire and assume responsibility for a written report and summation of the full Board self-assessment process. The report will be shared with all members of the Board and the ED. Based on the summation the Executive Committee will make appropriate recommendations for discussion and action by the Board.
- B. In preparing the report, special attention should be given to markedly divergent opinions; areas that appear to be confusing to respondents; notable differences in responses from new versus experienced members; and notable differences in the opinions of the Board's leadership and those of other members and the ED or other participating stakeholders. Areas requiring further study will be highlighted in the report.