BOARD EVALUATION:

Our board prepares to do its job by...
1. ____ YES _____ NO: Conducting a thorough orientation for all board members.
2. ____ YES _____ NO: Integrating new members into the team as quickly as possible.
3. ____ YES _____ NO: Attending board development trainings.
4. ____ YES _____ NO: Performing an annual self-evaluation of board operations.
5. ____ YES _____ NO: Providing all board members with copies of the mission statement, bylaws, Welfare and Institutions Codes regarding the board, long-range plan, and all other documents of the organization such as, board rooster, Committee list and who is on them, etc.
6. ____ YES _____ NO: Touring all facilities at least once a year.

Our board ensures good meetings by...
7. ____ YES _____ NO: Limiting most meetings to two hours or less.
8. ____ YES _____ NO: Providing a comfortable meeting room conducive to business.
9. ____ YES _____ NO: Convening and adjourning on time.
10. ____ YES _____ NO: Sticking to the prepared agenda.
11. ____ YES _____ NO: Working for Consensus rather than lighting for a majority.
12. ____ YES _____ NO: Following a business-like system of parliamentary rules.
13. ____ YES _____ NO: Including the Mental Health Director as a resource for all deliberations.
14. ____ YES _____ NO: Confining all discussions to policy issues and avoiding management issues.
15. ____ YES _____ NO: Allowing encouraging all board members to participate in the discussions.

Individual board members...
16. ____ YES _____ NO: Attend at least 90% of all board meetings and committee meetings to which they are assigned.
17. ____ YES _____ NO: Come to meetings prepared to discuss agenda issues.
18. ____ YES _____ NO: Come to meetings on time.
19. ____ YES _____ NO: See yourself as a part of a team effort
20. ____ YES _____ NO: Act as lobbyists for the Mental Health Department.
21. ____ YES _____ NO: Know your responsibility as a representative of your board.
22. ____ YES _____ NO: Attempt to exercise authority only during official meetings of the board.
23. ____ YES _____ NO: Represent the board interest of all those who use the system and not just personal or special interests.
24. ____ YES _____ NO: Understand the most efficient way to govern is to delegate management to the Mental Health Director.

Our board plans for the future of the mental health department by...
25. ____ YES _____ NO: Annually reviewing and approving the mission statement, the programs and services.
26. ____ YES _____ NO: Annually reviewing progress toward the long-range plan and modifying the long-range plan.
27. ____ YES _____ NO: Operating from opportunity to opportunity rather than Crisis to crisis.
Reinforcements and solutions:

In which of the major categories above does your board show strength?

In which of the major categories above does our board need improvement?

NOTE: This survey was reproduced from The Cain Consulting Group in their The Board Team Handbook. It is an excellent book for boards.
A Mental Health Board Evaluation of Meetings

The outcome of any meeting depends heavily on the process. A well-organized and well-managed meeting produces good results. A disorganized meeting produces frustration and anger and does nothing for your mental health department or the goals of your board.

By having each board member answer the following questions, your board will know the areas that need improvement.

Circle the response that best describes your meeting:

1. Do meetings begin and end on time? .................................................................YES NO SOMETIMES
2. Do meetings have a positive tone? .................................................................YES NO SOMETIMES
3. Does the board chairperson lead the meetings? .................................YES NO SOMETIMES
4. Does everyone come prepared? .................................................................YES NO SOMETIMES
5. Do board members stick to the agenda? .....................................................YES NO SOMETIMES
6. Does the board work for consensus? .............................................................YES NO SOMETIMES
7. Do all members participate in discussions? ...............................................YES NO SOMETIMES
8. Are all meetings completed in less than two hours? ..............................YES NO SOMETIMES
9. Is the Mental Health Director encouraged to participate? ...................YES NO SOMETIMES
10. Is the meeting room comfortable? ...............................................................YES NO SOMETIMES
11. Has the board agreed on a parliamentary resource such as Robert’s Rule of Order? ..........................................................YES NO SOMETIMES
12. Does the board have enough information to make decisions about agenda items? ..........................................................YES NO SOMETIMES
13. Do at least 90-95% of the members attend? ..............................................YES NO SOMETIMES
14. Does the agenda focus on policy issues rather than management issues? ..........YES NO SOMETIMES
15. Are board members equal in the discussions and not dominated by one or two members? ..................................................YES NO SOMETIMES
16. Do board committees demonstrate that they are working and producing results? ..........................................................YES NO SOMETIMES
17. Is discussion cordial and does it avoid personal attacks? .........................YES NO SOMETIMES
18. Do board members feel free to express even dissenting viewpoints? .........YES NO SOMETIMES
19. Do board members leave the meeting still feeling like a team? ...............YES NO SOMETIMES
20. Do board members leave the meeting with a feeling of accomplishment? ......YES NO SOMETIMES

Evaluation follow-up:

If you circled any “NO” or “SOMETIMES” responses, list below the actions you will take to correct the problem so your meeting will run better and produce better results.