

SOP # _____ Revision: _____
Effective Date: 2/26/2011

Prepared by: Governance Comm.
Approved by: Board of Directors

Title: SANTA ROSA PLATEAU FOUNDATION -
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 Board Governance 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 organization.

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

- 1.1 The Board of Directors' collective self-assessment is to be conducted publicly, with full participation of the members, Executive Director and agency staff. 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.
- 1.2 The first step will be to identify the status of the Santa Rosa Plateau Foundation's (SRPF's) programs, as well as the desired future status of SRPF's programs. To do so, the Board Governance Committee, with assistance from appropriate staff members, will gather valid data that reflects the present situation and the need for future actions.
- 1.3 Next, the Governance Committee, with input from the Board President, will formulate a questionnaire to be distributed to each Board member, the Executive Director and any advisory bodies or constituency groups whose input the Committee determines to be essential to the outcome of the evaluation process.

2.0 QUESTIONNAIRE

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 should cover the following areas.

2.1 Evaluation of full Board:

- Representation and balance
- Selection process
- Role in fiscal control
- Review and definition of goals
- Long-term planning activities
- Board-executive relations
- Organizational structure
- Board powers, responsibilities
- Information reports
- Meeting preparation
- Group dynamics
- Orientation, education
- Role in the community
- Resource development
- Code of Ethics/Conflicts of interest
- Core Values

2.2 Evaluation of individual Directors:

Each Director will be given the opportunity to do a self-assessment that will then be reviewed by the Development Committee. The questionnaire should cover the following areas:

- Knowledge of SRPF's Mission, Activities and Relationships
- Meeting and Committee Preparation
- Ambassadorship
- Attendance
- Special Service

3.0 FULL BOARD EVALUATION REPORT

- 3.1 The Board Governance Committee will tally the responses from the questionnaire and assume responsibility for a written report and summation of the self-assessment process. The report will be shared with all members of the Board and the Executive Director.
- 3.2 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 Executive Director or other participating constituencies. Areas requiring further study will be highlighted in the report.

Revision History:

Revision	Date	Description of changes	Requested By

