

BOARD FUNCTIONING SELF-ASSESSMENT

*NFCA Startup Workshop Day 2019
Jacqueline Hannah, Food Co-op Initiative*

1. Board Capacity

	We are consistently able to keep our available Board seats 90% or more full.
	We consistently have enough candidates (or more) to fill our Board seats in our elections.
	All of our Board members regularly attend Board meetings, missing less than 20% of all Board meetings per year.
	At least 2/3 of our Board members regularly do 10+ hours of work for our Co-op outside of Board meetings each month.

Notes for myself:

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2. Board Accountability

	We have an agenda process – Board members can propose agenda items, and finalized agendas come out at least 48 hours before our actual meetings.
	We assign Board members tasks in Board meetings, record assigned tasks, and get updates on the tasks at our next meeting consistently.
	When Board members are assigned tasks, they complete them as promised a majority of the time.
	We have a self-assessment process to measure how we are doing in key areas of Board functioning and build workplans from the results to help us improve.

Notes for myself:

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3. Board Development

	We have an on-Boarding/orientation process for new Board members and execute on it consistently.
	We have annual Board retreats.
	We devote time to developing policy and learning more about governance regularly.
	We have an active Board recruitment process to identify what traits/capacities we need on the Board, brainstorm potential candidates, and to approach them about running for a seat.
	We have Board Development tasks on the calendar throughout the year, not just the month or so before elections.

Notes for myself:

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4. Board Policy/Roles

	We have job descriptions for all Board officers and understand what they are accountable for.
	We have actual votes for Board officers that are done anonymously.
	We are aware of the attendance policies for Board members in our bylaws and hold all Board members accountable to them.
	We have an agreed-upon Board decision making process and use it.
	We have a Board Code of Conduct and review it at least twice a year as a Board.

Notes for myself:

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5. Board Time Use

	We stay on agenda in our meetings and do not waste time on details and discussions that don't belong at the Board level.
	We effectively delegate and hold those we delegate to accountable through our reporting processes.
	We accept we can't have input on everything as a Board, and avoid getting into the weeds on committee decisions, etc.
	Our Board meetings start and end on time the majority of the time.

Notes for myself:

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6. Board Functioning

	Our Board discussions are direct, open, and respectful.
	Personal insults and/or yelling never happen in our Board meetings.
	We do not have a culture of holding back what we actually think in meetings to avoid upsetting a founder or "setting off" an angry/aggressive Board member.
	We are comfortable debating ideas/decisions before a vote is called and do so often.
	We know which officer would be responsible for talking to Board members if there was conflict/disrespect or other issues and trust they would do so.

Notes for myself:

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