

## BOARD ORGANIZATIONAL SURVEY

**Instructions:** The First Steps legislation requires that Annual Reports include information regarding county partnership board functioning. This survey is designed to facilitate that reporting process and to assist each county to ascertain their board's effectiveness. Please answer each item.

1. County \_\_\_\_\_ Membership category \_\_\_\_\_
2. Gender F \_\_\_ M \_\_\_
3. Race (Please circle one)
 

African American	Hispanic	Asian/Asian American
Native American	Caucasian/Euro American	
Biracial	Other (specify) _____	
4. How many hours ON THE AVERAGE do you volunteer to First Steps each month, including board and committee meetings, and other related activities?
 

___ less than one hour	___ one to two hours	
___ three to four hours	___ five to eight hours	___ more than eight hours
5. How long have you served on the county partnership board?
 

___ more than four years	___ four years	___ three years	___ two years	___ one year	___ less than one year
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6. How many board training sessions have you attended?
 

___ three or more	___ two sessions	___ one session	___ none
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7. Have you served on nonprofit boards previously? \_\_\_ Yes \_\_\_ No  
If yes, how many? \_\_\_
8. Do you serve on the Executive Committee? \_\_\_ Yes \_\_\_ No
9. Which committee(s) do you serve on? \_\_\_\_\_
10. How often does your board meet? \_\_\_ monthly \_\_\_ every other month \_\_\_ quarterly \_\_\_ less than quarterly
11. How many meetings have you missed? \_\_\_ past six months \_\_\_ past year

Please rate your county partnership board on the following issues using the scale provided below. Please circle the best response.

0 – *No*; not at all

2 – *Adequate*; but needs improvement

1 – *Minimal*; much less than adequate

3 – *Excellent*; doing everything right

- 0 1 2 3 1. I am aware of matters of community, state, and national concern regarding school readiness programming.
- 0 1 2 3 2. Working relations between the staff and board are characterized by mutual respect and rapport.
- 0 1 2 3 3. Board members often represent First Steps in community settings.
- 0 1 2 3 4. Recommendations from staff are analyzed and discussed in board meetings.
- 0 1 2 3 5. We have provided the Executive Director with a clear statement of the performance expectations against which he or she will be evaluated periodically; and we have agreed to a process for providing ongoing feedback regarding performance throughout the year.
- 0 1 2 3 6. We provide opportunities, encouragement, and resources for the professional growth and development of the Executive Director and staff.
- 0 1 2 3 7. When we have conflict or concerns we utilize a fair process to deal with it.
- 0 1 2 3 8. We show respect for the intentions and interests of others and for group decisions cooperatively reached.
- 0 1 2 3 9. The board's decision-making process is clear. Sufficient information is provided and involves the right people.
- 0 1 2 3 10. The quality of communication among board members is good.
- 0 1 2 3 11. I maintain contact with staff between board meetings and promptly reply to requests made by staff.
- 0 1 2 3 12. We handle conflict of interest issues appropriately.
- 0 1 2 3 13. Our partnership has influence in the county to sustain First Steps programs and address local needs.
- 0 1 2 3 14. We solicit support and contributions from other agencies and organizations in county partnership activities.

The following set of statements deal with the county partnership's *board effectiveness*. Please circle your best response using the scale on page 2 for questions 2 – 13.

1. The organization has a board manual and the following documents are available to board members.  
(Please circle all that apply)

Human Resource Manual	Board member list	By-Laws
Budget Spending Plan	Fiscal Manual	Contracts
Incorporation Documents	Renewal Plan	New Strategies
501(c)(3) Documents	Conflict of Interest	Absentee Policy

- 0 1 2 3 2. The board has a process (such as an Executive Committee) for handling matters that must be addressed between meetings.
- 0 1 2 3 3. The board has active committees with specific assignments and responsibilities that include staff as well.
- 0 1 2 3 4. There is adequate preparation and distribution of material including agendas, study documents, etc., in advance of board meetings.
- 0 1 2 3 5. Open discussion, creative thinking, and active participation characterize board meetings.
- 0 1 2 3 6. The board sets clear organizational priorities for the year ahead.
- 0 1 2 3 7. We honor established procedures for board meetings, providing ample time for interested parties to be heard, but we prevent one individual or group from dominating discussions.
- 0 1 2 3 8. Nominating processes assure that the board will be appropriately diverse with regard to gender, race/ethnicity, location, and service participants.
- 0 1 2 3 9. Prior to and during implementation we give thoughtful and thorough evaluation of strategies.
- 0 1 2 3 10. We conduct a thorough assessment of resources, service capacities and gaps to ensure the organization's activities meet community needs.

- 0 1 2 3 11. The board chair serves as a guide to ensure that members understand issues and are able to make well-informed decisions.
- 0 1 2 3 12. My role on the board is clear to me.
- 0 1 2 3 13. We seek and respect the opinion or recommendations of staff when considering a decision and ensure that all committees and other work groups receive the proper authority and resources to complete their assignments.
- 14. Overall functioning of our board is: \_\_ Excellent \_\_ Good \_\_ Fair \_\_ Poor

**Please provide comments below on the length and content of this survey.  
We welcome feedback on how it can be improved.**

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**Please share your comments on the board's functioning and how it can be improved.**

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