**2016 County Partnership Board Member Survey**

As part of the *Needs and Resource Assessment*, local partnerships will conduct operational self-assessments in the areas of governance and operations, fiscal management, and resource development. Partnerships will then reflect on findings and identify areas where they need to build capacity in order to operate more effectively.

This survey is designed to assist each county in assessing their board’s knowledge of their role and FS, investment, structure, and functioning. The results of this survey can be compiled and analyzed internally to determine which board areas are in need of developing. It is not required that the survey results be shared with the FS State Office.

County:

Gender: F M

Race: African American Hispanic Asian/Asian American

Native American Caucasian/Euro American Biracial

Other (specify)

1. How many hours ON THE AVERAGE do you volunteer for First Steps each month, including board and committee meetings, and other related activities?
   1. Less than one hour
   2. One to two hours
   3. Three to four hours
   4. Five to eight hours
   5. More than eight hours
2. How long have you served on the county partnership board?
   1. More than four years
   2. Four years
   3. Three years
   4. Two year
   5. One year
   6. Less than one year
3. How many board training sessions have you attended?
   1. Three or more
   2. Two sessions
   3. One session
   4. None
4. Have you served on nonprofit boards previously?
   1. Yes If yes, how many?
   2. No
5. Do you serve on the Executive Committee?
   1. Yes
   2. No
6. Which committee(s) do you serve on? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. How often does your board meet
   1. Monthly
   2. Every other month
   3. Quarterly
   4. Less than quarterly
8. How many meetings have you missed? \_\_\_\_\_ Past six months \_\_\_\_\_ Past year
9. Please rate your county partnership board on the following issues using the scale provided below.

**0 - No; not at all 1 - Minimal; much less than adequate**

**2 - Adequate; but needs improvement 3 - Excellent; doing everything right**

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

1. The county partnership has a board manual available to board members?
   1. Yes
   2. No
2. The county partnership has which of the following documents available to board members?
   1. Incorporation Documents
   2. 501(c)(3) Documents
   3. By-Laws
   4. Board Member List
   5. Human Resource Manual
   6. Fiscal Manual
   7. Annual Report
   8. Needs & Resource Assessment
   9. Budget Spending Plan
   10. Strategic Plan
   11. Resource Development Plan
   12. Community Engagement Plan
   13. Renewal Plan
   14. Conflict of Interest Policy
   15. Whistleblower Policy
   16. Absentee Policy
   17. Contracts
3. Please rate your county partnership board's effectiveness using the scale provided below.

**0 - No; not at all 1 - Minimal; much less than adequate**

**2 - Adequate; but needs improvement 3 - Excellent; doing everything right**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 1 | 2 | 3 | N/A |
| The board has a process (such as an Executive Committee) for handling matters that must be addressed between meetings. |  |  |  |  |  |
| The board has active committees with specific assignments and responsibilities. |  |  |  |  |  |
| There is adequate preparation and distribution of material including agendas, study documents, etc. in advance of board meetings. |  |  |  |  |  |
| Open discussion, creative thinking, and active participation characterize board meetings. |  |  |  |  |  |
| The board sets clear organizational priorities for the year ahead. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| Nominating processes assure that the board will be appropriately diverse with regard to gender, race/ethnicity, location, and program participants. |  |  |  |  |  |
| Prior to and during implementation, we give thoughtful and thorough evaluation of strategies. |  |  |  |  |  |
| We conduct a thorough assessment of resources, service capabilities and gaps to ensure the partnership’s activities meet community needs. |  |  |  |  |  |
| The board chair serves as a guide to ensure that members understand issues and are able to make well-informed decisions. |  |  |  |  |  |
| My role on the board is clear to me. |  |  |  |  |  |
| 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. |  |  |  |  |  |

1. Overall functioning of our board is:
   1. Excellent
   2. Good
   3. Fair
   4. Poor
2. Please share your comments on the board's functioning and how it could be improved.

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1. Please provide comments below on the length and content of this survey. Feedback is welcome on how it can be improved.

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