

## Board Self-Assessment

### Instructions

Rate each statement using the scale below:

- **1 = Strongly Disagree (Not in place)**
  - **2 = Disagree (Rarely occurs)**
  - **3 = Neutral / Inconsistent (Sometimes occurs)**
  - **4 = Agree (Generally consistent)**
  - **5 = Strongly Agree (Fully in place and consistent)**
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### Governance & Roles

#### 1. Role Clarity

Our board clearly separates governance from management and avoids micromanaging staff.

#### 2. Focus on Oversight

Board meetings focus on decision-making, oversight, and policy—not day-to-day operations.

#### 3. Understanding Responsibilities

Board members understand their roles, responsibilities, and legal authority.

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### Board Meetings & Administration

#### 4. Meeting Preparation

Agendas are clear, and materials are provided in advance of meetings.

#### 5. Productive Meetings

Meetings are organized, efficient, and focused on key decisions.

#### 6. Documentation (Minutes)

Meeting minutes accurately reflect motions, votes, approvals, and key actions.

#### 7. Recordkeeping

Board records are organized, complete, and accessible.

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### Financial Oversight

#### 8. Monthly Financial Review

The board reviews financial reports monthly.

## **9. Financial Understanding**

Board members understand key financial reports (budget vs. actual, balance sheet, cash flow).

## **10. Budget Oversight**

The board actively monitors performance against the approved budget.

## **11. Audit Oversight**

Audit results are reviewed and any findings are addressed.

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## **Revenue & Sustainability**

### **12. Revenue Awareness**

The board understands where revenue comes from (fees, grants, other sources).

### **13. Financial Stability**

The authority maintains stable financial operations and avoids reactive decision-making.

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## **Policies & Internal Controls**

### **14. Written Policies**

The authority maintains up-to-date written policies.

### **15. Policy Adherence**

Policies are consistently followed in decision-making.

### **16. Internal Controls**

Basic internal controls (separation of duties, approvals, documentation) are in place and followed.

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## **Compliance & Legal Responsibilities**

### **17. Open Meetings Compliance (§6-9A)**

The board complies with all Open Meetings requirements (notice, agenda, public access).

### **18. Ethics Compliance (§6B)**

Board members understand and comply with ethics laws, including conflicts of interest.

### **19. Regulatory Awareness**

The board understands key regulatory requirements impacting the authority.

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## **Grant & Program Oversight**

### **20. Grant Monitoring**

Grant requirements and deadlines are actively tracked.

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## 21. Reporting Compliance

Required reports are completed accurately and submitted on time.

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## Operations Awareness

### 22. Operational Understanding

The board understands the basic operational drivers (equipment, facilities, tonnage, costs).

### 23. Decision Impact Awareness

The board considers how operational realities impact financial and strategic decisions.

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## Planning & Sustainability

### 24. Capital Planning

The board plans for equipment replacement and capital needs.

### 25. Long-Term Strategy

The authority has a long-term plan for sustainability and service delivery.

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## Training & Continuous Improvement

### 26. Board Orientation

New board members receive orientation and onboarding.

### 27. Ongoing Training

Board members participate in ongoing training and development.

### 28. Self-Evaluation

The board periodically evaluates its own performance.

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## Scoring

**Total Score:** \_\_\_\_\_ / 140

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## Performance Snapshot

Category	Score	Max	Status
Governance & Roles	___	15	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Board Meetings & Administration	___	20	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Financial Oversight	___	20	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Revenue & Sustainability	___	10	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Policies & Internal Controls	___	15	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Compliance & Legal	___	15	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Grant Oversight	___	10	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Operations Awareness	___	10	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Planning & Sustainability	___	10	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention
Training & Improvement	___	15	<input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Needs Attention

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### Scoring Guide (Per Category)

- **Strong** = 80–100% of category score
- **Moderate** = 60–79%
- **Needs Attention** = Below 60%

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### Action Planning & Next Steps

Top 3 areas to improve:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_