

## Appendix A: Hard Copy of Survey

### 2017 Board Member Survey

This survey is designed to assess our board's knowledge of their role and FS, investment, structure, and functioning.

The results of this survey are compiled and analyzed internally to determine which board areas are in need of developing.

Gender:  F  M

Ethnicity:  Hispanic/Latino?

Race:  African American  Asian/Asian American  Multi-racial  
 Native American  Caucasian/Euro American  Other (*specify*) \_\_\_\_\_

1. How many hours ON AVERAGE do you volunteer for First Steps each month, including board and committee meetings, and other related activities?

- <1  5-8 hours  
 1-2 hours  8+ hours  
 3-4 hours

2. How long have you served on the county partnership board?

- 4+ years  3 years  1 year  
 4 years  2 year  <1 year

3. How many board training sessions have you attended?

- 3 or more  
 2 sessions  
 1 session  
 None

4. Have you served on nonprofit boards previously or are you currently?

- Yes, previously *If yes, how many?* \_\_\_\_\_  
 Yes, currently *If yes, how many?* \_\_\_\_\_  
 No

5. How many meetings have you missed? \_\_\_\_\_ Past six months \_\_\_\_\_ Past year

6. The county partnership has a board manual available to board members?  Yes  No

7. The county partnership has which of the following documents available to board members?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Incorporation Documents | <input type="checkbox"/> Annual Report               | <input type="checkbox"/> Renewal Plan                |
| <input type="checkbox"/> 501(c)(3) Documents     | <input type="checkbox"/> Needs & Resource Assessment | <input type="checkbox"/> Conflict of Interest Policy |
| <input type="checkbox"/> By-Laws                 | <input type="checkbox"/> Budget Spending Plan        | <input type="checkbox"/> Whistleblower Policy        |
| <input type="checkbox"/> Board Member List       | <input type="checkbox"/> Strategic Plan              | <input type="checkbox"/> Absentee Policy             |
| <input type="checkbox"/> Human Resource Manual   | <input type="checkbox"/> Resource Development Plan   | <input type="checkbox"/> Contracts                   |
| <input type="checkbox"/> Fiscal Manual           | <input type="checkbox"/> Community Engagement Plan   |  |

**0 - No;** not at all

**1 - Minimal;** much less than adequate

**2 - Adequate;** but needs improvement

**3 - Excellent;** doing everything right

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

**0 - No;** not at all

**1 - Minimal;** much less than adequate

**2 - Adequate;** but needs improvement

**3 - Excellent;** doing everything right

9. Please rate your board's effectiveness using the scale provided below	0	1	2	3	N/A
<i>The board has a process (such as an Executive Committee) for handling matters that must be addressed between meetings.</i>					
<i>The board has active committees with specific assignments and responsibilities.</i>					
<i>There is adequate preparation and distribution of material including agendas, study documents, etc. in advance of board meetings.</i>					
<i>Open discussion, creative thinking, and active participation characterize board meetings.</i>					

9. Please rate your board's effectiveness using the scale provided below	0	1	2	3	N/A
<i>The board sets clear organizational priorities for the year ahead.</i>					
<i>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.</i>					
<i>Nominating processes assure that the board will be appropriately diverse with regard to gender, race/ethnicity, location, and program participants.</i>					
<i>Prior to and during implementation, we give thoughtful and thorough evaluation of strategies.</i>					
<i>We conduct a thorough assessment of resources, service capabilities &amp; gaps to ensure the partnership's activities meet community needs.</i>					
<i>The board chair serves as a guide to ensure that members understand issues and are able to make well-informed decisions.</i>					
<i>My role on the board is clear to me.</i>					
<i>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.</i>					

10. Overall functioning of our board is:

Excellent

Good

Fair

Poor

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

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12. 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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