

## FQHC Board of Directors Self Evaluation Questionnaire

**Instructions:** Using the scale below, for each statement, write in the number (from 1-5) that best corresponds with your perception: 5=To A Great Extent, 4=To A Significant Extent, 3=To A Limited Extent, 2= Never or Not at all, 1= Unsure

### Core Responsibilities

**To What Extent Does this Board...**

1. \_\_\_\_\_...Effectively articulate your organization’s mission to the community
2. \_\_\_\_\_...Stay focused on strategic, overarching issues and not day to day operations
3. \_\_\_\_\_...Have an effective, ongoing system for updating policies and procedures as needed
4. \_\_\_\_\_...Evaluate the performance of the CEO, at least annually
5. \_\_\_\_\_...Fully support the CEO in accomplishing their directives
6. \_\_\_\_\_...Understand industry trends and engage in effective long term strategic planning
7. \_\_\_\_\_...Ensure adequate financial controls and practices to prevent fraud and abuse
8. \_\_\_\_\_...Ensure well defined lines of authority to protect the organization’s assets
9. \_\_\_\_\_...Actively participate in the annual financial audit and budgeting process
10. \_\_\_\_\_...Understand FQHC and healthcare financial, operational and clinical benchmarks
11. \_\_\_\_\_...Actively monitor progress toward strategic and programmatic goals
12. \_\_\_\_\_...Engage in constructive, ongoing communication with the CEO
13. \_\_\_\_\_...Ensure locations and hours that are easily accessible to patients
14. \_\_\_\_\_...Ensure sliding fee discount policies make it easy to apply and qualify for discounts
15. \_\_\_\_\_...Strive to understand the health outcomes and disparities, socio-demographic characteristics and challenges faced by residents in your service area
16. \_\_\_\_\_...Monitor quality benchmarks, including clinical outcomes and patient experiences with care
17. \_\_\_\_\_...Effectively mitigate, identify and manage risks, and ensure a culture of safety
18. \_\_\_\_\_...Ensure compliance with relevant laws and regulations and with the health center program requirements

**Comments on Board Responsibilities (Continue on back if necessary):**

### Board Composition and Recruitment

**To What Extent...**

1. \_\_\_\_\_...Is the board the “Right size” (Enough people to accomplish the work - with everyone meaningfully engaged)
2. \_\_\_\_\_...Does the board adequately represent the demographics of the populations served
3. \_\_\_\_\_...Is there a thoughtful, ongoing process for recruiting new board members
4. \_\_\_\_\_...Do new board members receive adequate orientation and ongoing training
5. \_\_\_\_\_...Does the board have adequate finance, clinical and legal representation
6. \_\_\_\_\_...Do board members stay on the board for a significant period of time (low turnover)
7. \_\_\_\_\_...Is there sufficient board turnover to bring in needed perspectives, energy and ideas

**Comments on Board Composition and Recruitment (Continue on back if necessary):**

### Board Committees

**To What Extent...**

1. \_\_\_\_...Does the organization have highly productive committees with well-defined functions
2. \_\_\_\_...Does every board member serve on one and only one committee
3. \_\_\_\_...Do board members feel well-utilized and meaningfully engaged, but not overloaded
4. \_\_\_\_...Do committees help the full board understand key issues they are dealing with

**Comments on Committees (Continue on back if necessary):**

### Board Engagement and Commitment

**To What Extent....**

1. \_\_\_\_...Does everyone on the board know each other and feel a sense of cohesion and unity
2. \_\_\_\_...Does every board member attend meetings regularly
3. \_\_\_\_...Does every board member participate actively in board discussions
4. \_\_\_\_...Is there an active effort made to seek the input of consumers on the board
5. \_\_\_\_...Do individual board members actively seek the information they need to be effective
6. \_\_\_\_...Do board members fully understand what is expected of them
7. \_\_\_\_...Is there a mechanism to deal with, and if necessary dismiss, disruptive or non-contributing members
8. \_\_\_\_...Are there opportunities for board members to celebrate successes and accomplishments
9. \_\_\_\_...Are members asked how to improve the way the board functions

**Comments on Board Engagement and Commitment (Continue on back if necessary):**

### Board Meetings

**To What Extent....**

1. \_\_\_\_...Is there sufficient opportunity for discussion of important issues
2. \_\_\_\_...Do board members faithfully and constructively express their concerns
3. \_\_\_\_...Are board members meaningfully prepared for board meetings
4. \_\_\_\_...Do board members receive board materials well in advance of meetings
5. \_\_\_\_...Does the board use parliamentary procedure to run effective meetings
6. \_\_\_\_...Are board and staff conflicts prevented, identified and resolved effectively
7. \_\_\_\_...Are there strong, relevant agendas set for each board meeting
8. \_\_\_\_...Are members given opportunities to contribute to the agenda or suggest ways to improve meetings

**Comments on Board Meetings (Continue on back if necessary):**

### Board Red flags

#### To What Extent....

1. \_\_\_\_\_...Does the organization experience chronic unplanned deficits or rapid depletion of funds
2. \_\_\_\_\_...Has the organization failed to meet important goals or targets
3. \_\_\_\_\_...Is there “underground communication”, “corridor talk”, or political maneuvering outside of meetings
4. \_\_\_\_\_...Are there unaddressed potential conflicts of interest
5. \_\_\_\_\_...Does the board “Rubberstamp” CEO recommendations without discussion or debate
6. \_\_\_\_\_...Is the board preoccupied with operational details instead of the big picture governance
7. \_\_\_\_\_...Do board members request special favors from the CEO and staff
8. \_\_\_\_\_...Do board members use information gained on the board for their own personal gain
9. \_\_\_\_\_...Does the executive committee fail to adequately involve the full board in important decisions
10. \_\_\_\_\_...Is there deadlock or paralysis on important decisions
11. \_\_\_\_\_...Do board members ignore or circumvent board policies and decisions

#### Comments on Board Red Flags (Continue on back if necessary):

### General Questions

1. What areas of the board do you think could be improved?
  
2. What suggestions do you have for making the board function better?
  
3. How can the board and management help you be a more effective board member?

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