



BEST BOARD PRACTICES CHECKLIST: BOARD SELF EVALUATION PROCESS

Regular board self-evaluation is integral to effective governance. Here are some questions to assess whether your board is getting maximum mileage from its self-evaluation process.

Questionnaire

1. Is your self-evaluation questionnaire based on recognized best practices for effective governance – or does it rate satisfaction against an undefined or subjective standard?
2. Is the questionnaire customized for your board, for example, reflecting whether it's a hospital or a health system board, and whether it's part of a system or is freestanding?
3. Is the questionnaire comprehensive, covering at least these areas:
 - a. Board responsibilities for:**
 - Financial performance and long term financial planning
 - Strategic planning
 - Quality of care and customer service
 - Mission effectiveness and community benefit
 - CEO evaluation
 - Corporate compliance and audit
 - b. Formal components of effective governance:**
 - Roles and responsibilities
 - Board and committee structure, size and responsibilities
 - Board information and education
 - Board composition and diversity
 - Relationships with the CEO, medical staff and other key stakeholders
 - Board and committee agendas and meetings
 - Board culture, including questions about participation and candid discussion

Self-Evaluation Process

4. Does the board conduct a self-assessment at least every two years?
5. Does the board set aside at least a few hours at a board meeting or retreat to discuss the results and identify opportunities to improve?
6. Does the board use self-assessment, or another appropriate occasion, to develop board goals or a list of educational topics for the coming year?
7. Does the board also assess the performance of the chairperson?
8. Does the board periodically utilize a facilitator who is knowledgeable about governance to lead a board development retreat?