

Individual Board Member Annual Self-Evaluation¹

- ___ Did you attend the board's annual workshop and/or training session?
- ___ Did you attend at least 80% of the scheduled board meetings?
- ___ Did you review the minutes of each meeting you attended to ensure the board's actions were correctly reflected?
- ___ Did you review the minutes of meetings you did not attend to learn the actions taken by the board in your absence?
- ___ Did you participate in key decisions made by the board, asking questions, listening to the opinions of others, and voting only when you had the facts and professional input needed to make a decision?
- ___ Did you review the Conference's budget and financial statements on a monthly or quarterly basis, asking questions to clarify items you did not understand? Did you raise concerns when those figures varied from those projected and approved?
- ___ Did you review the Conference's audited financial statements? Were those prepared in a timely manner? Did you review the accompanying management letter and address all items raised as a concern?

¹ Adapted from KATHRYN W. MIREE, NAVIGATING THE SHOALS OF NONPROFIT BOARD SERVICE: THE LEGAL AND ETHICAL ISSUES THAT CAN TAKE YOU OFF COURSE, presented at 2016 Heckerling Institute on Estate Planning.

Conference Board Annual Evaluation

- ___ Has every board member been asked to sign a conflict of interest statement, agreeing to put the interests of the Conference above personal interests and to reveal any conflicts of interests in matters put before the board?

- ___ Has the board evaluated the performance of the Conference Minister? Was this performance review in writing? If there were material issues or questions, were these shared with the board?

- ___ Did the board review the salary level for the Conference Minister, ensuring it is comparable to market rates?

- ___ Does the board have a current strategic plan; if not, are there plans to engage in this long- term planning process?

- ___ Has the Conference made its financial statements available to the board? Has the finance committee reviewed and approved these statements?

- ___ Is the Conference operating in accordance with its budget and with its available revenues and assets?

- ___ Has the board reviewed (annual review) the Conference's financial policies, investment management policies, gift acceptance policies, and donor data polices?

- ___ Did the finance committee, and board, review the endowment's investment returns, comparing those returns to investment policy guidelines and to the market?

- ___ Does the Conference's fundraisers operate effectively and in accordance with ethical standards?

- ___ Did staff share statistics on the Conference's performance in serving the public good? For example, did it provide data on the number of individuals served, or some other measure of its programmatic effectiveness?
- ___ Did the Conference have an audit performed by an outside firm? Has the board received those results? Were any exceptions noted on the management letter?
- ___ Did the Conference perform an annual risk assessment? Does the Conference have adequate insurance coverage based on that assessment? Does the Conference have policies in place ensuring claims will be reported on a timely basis? Was director coverage reviewed and shared with the board?
- ___ Were there lawsuits or other liabilities incurred by the Conference during the year? How did the board learn of these issues?
- ___ Does the Conference have a strong nominating committee with a process designed to recruit the most effective board members? Did the committee meet and nominate new directors successfully?