

# Florida Early Learning Coalitions

## Board of Directors Self-Evaluation Survey

An often-overlooked but key responsibility of all Boards, for-profit and not-for-profit alike, is to systematically assess its own operational health and well-being, and to use that information to improve and enhance how the Board exercises its fiduciary responsibilities to the organization.

The purpose of this tool is to provide an efficient and reflective framework that the Boards of Directors for Florida's Early Learning Coalitions can employ to take a "point in time" snapshot of how the Board is conducting its business. There is an opportunity for each Board member to reflect on her/his contributions, followed by opportunities for the Board to assess how well it is conducting business, and how effectively it is meeting its general responsibilities. Each Board member is asked to rate her/himself and the Board on a five-point scale, with 5 representing an outstanding attribute and 1 representing an attribute that is below expectations.

The tool is designed to be used in multiple ways. For example, each Board member may fill out the survey privately prior to a Board meeting or special session, and then the results can be tallied at the meeting, through a discussion facilitated by the Board Chair, the ELC Executive Director, or a facilitator. Through such an exercise, the Board can identify those operational or general areas that need improvement, and can agree on a plan to improve the Board's practices.

The Board may chose to let each individual Board member's self-evaluation remain private. If so, each Board member can agree that their self-analysis will form the basis of a commitment to enrich their own contributions as a Board member.

Florida's Early Learning Coalitions and their Boards are unique in their membership and responsibilities. Board members come from diverse backgrounds, experiences and perspectives, and this broad community mix can combine to ensure a rich and responsive local early care and education system of high quality. Because our Boards are in their infancy, this is an opportune time for us to refresh, renew, and regroup through a thoughtful and thorough self-evaluation process. Each Board is invited to engage in this important activity.

This document prepared by:  
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the Agency for Workforce Innovation/Office of Early Learning

## Florida Early Learning Coalitions Board of Directors Self-Evaluation Form

<b>Early Learning Coalition:</b>						
<b>Position:</b> ___Officer   ___Mandated Member   ___Provider Representative   ___Private Sector						
<b>Date:</b>						
<b>RATING SCORES</b>						
5 Outstanding	4 Exceeds Expectations	3 Meets Expectations	2 Needs Improvement	1 Below Expectations		
<b>OVERALL BOARD PERFORMANCE EVALUATION</b>						
<i>Individual Board Member Contributions</i>	<i>Appraisal Rating</i>					<i>Comments Required for Ratings 5 or 1</i>
<i>As an ELC Board Member, I...</i>	5	4	3	2	1	
Attended 80% of all Board meetings during the past year, including special called meetings.						
Attended 80% of all committee meetings during the past year.						
Carefully review all background materials prior to Board and committee meetings.						
Have developed a thorough understanding of the ELC by-laws and Board policies.						
Have developed a thorough understanding of the ELC fiscal reports, and closely review them on a regular basis.						
Offer constructive suggestions, comments, and feedback during all Board and committee discussions, while respecting the right of other Board members to disagree and to have sufficient time to also express their thoughts.						
Proactively assume a leadership role.						
Serve as an ambassador for the ELC during community events and contacts (e.g., opening of a child care center; meeting of community agencies), and maintain the highest standards for professional behavior when doing so.						
Treat customers, contractors, the public, and staff with courtesy and respect, and encourage the use of the chain of command to resolve differences and issues.						
Help to recruit new private sector members as needed.						
Publicly support all Board decisions, even when I supported the opposite argument during Board debates, so that the Board speaks as one voice to the community.						
<b>TOTAL INDIVIDUAL CONTRIBUTIONS:</b>						

<i>ELC Board Operational Responsibilities</i>	<i>Appraisal Rating</i>					<i>Comments Required for Ratings 5 or 1</i>
<b>Our ELC Board...</b>	5	4	3	2	1	
Engages in periodic strategic planning where the ELC's mission and vision are revisited and organizational priorities are determined.						
Provides input into the development and revision of ELC policies as needed, and approves those policies.						
Assures the long-term progress of the Coalition by carefully monitoring program reports at each Board meeting.						
Assures the financial integrity of the organization by exercising responsible stewardship through the careful scrutiny of fiscal reports at each Board meeting.						
Establishes and maintains linkages with other community organizations whose missions are similar to that of the Coalition, and seeks input from our families and providers.						
Uses the talents of Board members and interested citizens through committees, which meet regularly and provide information and recommendations to the Board on key issues.						
Has had a quorum at all Board and committee meetings over the past year.						
Has adopted by-laws which govern how Board business is conducted, and uses those by-laws to assure fairness, efficiency, and quality at its meetings.						
Regularly engages in training and other self-improvement activities.						
Has evaluated the Executive Director during the past year, through a collaborative process that involves the Board members and the Executive Director.						
Has evaluated our Board's performance during the past year, and has used the results to strengthen Board operations.						
<b><i>TOTAL BOARD OPERATIONAL RESPONSIBILITIES:</i></b>						

<i>ELC Board General Responsibilities</i>	<i>Appraisal Rating</i>					<i>Comments Required for Ratings 5 or 1</i>
	5	4	3	2	1	
The Board ensures that the ELC adheres to all applicable federal, state, and local laws, and is accountable to the public and to the State of Florida for all organizational actions, and assures that business is conducted in the spirit of transparency, as required by Florida's Sunshine Laws.						
The Board ensures that services are procured through an open, fair, and strong competitive process.						
The Board preserves and nurtures a number of external and internal relationships to ensure the accomplishment of the mission and outcomes of the ELC						
The Board demonstrates accountability by establishing standards to measure both organizational and Board performance. It monitors its performance regularly to ensure compliance.						
The Board utilizes a strong Board governance model to ensure that decisions are made without real or perceived conflicts of interest on the part of any Board member.						
<b><i>TOTAL BOARD GENERAL RESPONSIBILITIES:</i></b>						