

Nonprofit Board Governance Questionnaire

Instructions: Please complete this questionnaire and the board composition grid prior to meeting with Laura for follow up consulting. This information provides a baseline and will give Laura useful background information about your board. Return to Laura Pierce, laura@laurapierceconsulting.com or 5207 S Farrar St, Seattle, WA 98118. Questions: 206-412-8362. Feel free to add comments.

Organization _____ Contact person _____

1. How many board members do you currently have? _____
2. What is the board size range (minimum and maximum) specified in your bylaws? _____
3. Please calculate your percentage of attendance at the last six meetings (divide total # present by total # of board members) _____
4. Do you have a written board job description? Y / N (please attach or email to me)
5. Do you have a set term length? What is it? _____
6. Do you have term limits? Y / N
7. Do you feel you have a problem with retaining board members? Is it common for board members to leave before their term is up? Y / N
8. Do you feel you have an issue with board members staying too long? Y / N
9. How many board members have been on the board longer than 6 years? _____
10. Are your officer positions all filled? Y / N
11. Does your board president chair your meeting? Y / N
12. Does your board treasurer present the finance report? Y / N
13. How frequently does your board meet? _____
14. Length of average meeting? _____
15. Who sets the board agenda? _____
16. Is there a board packet with the agenda and relevant materials sent to the board in advance of the meeting? _____
17. How many of your board members made a financial donation within the past year? _____
18. How many of your board members have been involved in fundraising? _____
19. List active board committees _____
20. What was the last time you completed a formal board assessment? _____
21. Do you have a formal conflict of interest policy? _____
22. Do you have a formal process for board recruitment? _____

