

THE XYZ FOUNDATION, INC.

**Individual Trustee
Board Member
Assessment**

Prepared by: _____ (trustee name)

Please return completed forms by _____ to:

CONFIDENTIAL

THE XYZ FOUNDATION, INC.

_____ Date

Dear _____ (Trustee Name):

You are receiving this letter and self-assessment form because our records indicate that your term as a trustee of the XYZ Foundation will expire at the Foundation's annual meeting in _____ (year). Trustees are responsible for ensuring that the Foundation is effectively and efficiently managed. As you know, this requires a significant amount of time and work by trustees. We do not take the amount of time and commitment required for granted, and, therefore, are asking you to review your personal and job situation at this time to indicate to the Human Resources Committee your ability and willingness to continue serving and to accept reappointment. In the pages that follow, we ask you to revise for us the basic information we have for you and to complete an individual trustee assessment form for our committee.

Please return your reply and the materials to the Human Resources Committee at XYZ by _____ (date). The Human Resources Committee will be making every effort to prepare our recommendations for board action at the April trustees' meeting. I will be in touch with you if any additional action or information is required and to discuss with you your comments on the self-assessment form. The Committee also will gather feedback from the other trustees on your role as a trustee, and I also will be happy to share this information with you.

On behalf of the Human Resources Committee, I want to take this opportunity to thank you again for all of your valuable time and contributions to the important work of the Foundation.

Cordially,

On behalf of the Human Resources Committee

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**THE XYZ FOUNDATION, INC.
TRUSTEE INFORMATION & VERIFICATION**

Please take a moment to review the information below to see if our records and contact information for you is correct. Please note any changes.

Name:		Soc Sec #:	
Home address:		Home Telephone	
Home e-mail:		Home Fax:	
Employer:			
Position/Title:		Department:	
Work address:			
Work Telephone & Extension		Work Fax:	
Work e-mail:			
Other information:			

Demographic/background information:

Appointments and reappointments are for terms up to 5 years. If you are unable to accept a 5-year term, what length of term are you willing and able to accept?	_____ Years
Foundation policy requires that trustees retire at age 70. Reappointment for additional one-year terms after age 70 are allowed pending an annual vote and renewal. Please provide us with your date of birth.	_____ Birthdate
For recording and reporting purposes, how would you like your trustee information to be listed?	_____ Gender _____ Race/Ethnicity _____ Occupation
Are there any conflicts of interest with other organizations, positions or affiliations that you would like to declare at this time?	

PLEASE ATTACH AN UP TO DATE COPY OF YOUR RESUME.

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DATES OF SERVICE & APPOINTMENTS

TRUSTEE/BOARD OF DIRECTORS

First term began:		Ended:	
Current trustee term ends:			

COMMITTEES

Program Committee			
First term began:		Ended:	
Position			

BOARD & COMMITTEE MEETING ATTENDANCE

Total # meetings	Board Meeting	Attend: Yes Unless otherwise noted	% Attend per year		<u> </u> Committee	Attend: Yes Unless Otherwise noted	
	FY 2012						
	FY 2013						
	FY 2014						
	FY 2015						
	FY 2016						
	FY 2017						
	5 yr Avg:		%				%

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Individual Board Member Assessment

The responsibilities of individual trustees are different from those of a board as a group. The following checklist is designed to help board members assess their understanding of their roles and responsibilities and their involvement and interest in the work of the board.

		Yes	No	Unsure
	Background			
1.	Do you understand your obligations, responsibilities and opportunities as a trustee?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Do you have a clear grasp of the board's responsibilities and your own fiduciary responsibilities as an individual trustee?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	If you have answered yes to either or both questions, what has been the primary source(s) of your information (e.g., an orientation program, particular individual, a book, attendance at workshops, prior service as a board member)? If no, please indicate in questions #32 what would be helpful to you.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Are you familiar with the Foundation's mission, program interests, policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Do you stay abreast of grantmaking trends, legislation and other concerns related to the Foundation's work? If so, how?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Have you recently taken an opportunity to talk to or to meet with trustees or staff of other foundations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Knowledge of the Foundation			
7.	Are you familiar with the Foundation's recent history and what distinguishes it from other foundations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Cite three of its strengths:			

		Yes	No	Unsure
9.	Cite three of its most pressing needs:			
10.	Do you regularly read materials that help you to be better prepared to assess staff programmatic recommendations? If so, what materials are most helpful?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	Do you have ways to remain up to date on issues affecting local nonprofit organizations and Chelsea and Boston neighborhoods? What are they? What else would you like to learn?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	Are you knowledgeable about all aspects of the Foundation's financial status and its investment policies and performance? What else would you like to learn?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	Are you knowledgeable about how to assess the Foundation's overall effectiveness in advancing its mission? What else would you like to learn?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board and Committee Meetings				
14.	Have you attended board meetings regularly (80% of time)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	Have you attended committee meetings regularly (80% of time)?			
16.	Do you read the minutes of meetings to determine whether they faithfully represent the proceedings and decisions as you recall them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.	Do you prepare for board meetings by reading agendas and supporting materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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		Yes	No	Unsure
18.	Do you sometimes suggest agenda items?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19.	Do you help board and committee meetings to focus on policy matters?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20.	Are you an active participant in most board and committee meeting discussions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Communicating with the Public			
21.	Do you have opportunities to talk about the Foundation, or foundations in general, with a policymaker at the local, state or national level? If yes, have you taken advantage of them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22.	Do you take advantage of opportunities to inform other grantmakers, colleagues or members of the public about the Foundation and its work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Trustee Concerns			
23.	Do you keep the board as a whole or staff informed of communication with prospective grantees which are intended to affect the Foundation's grantmaking process?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24.	Are you satisfied that there are no real or apparent conflicts of interest in your service as a trustee?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25.	Have you been adequately involved in recommending potential trustees and have you suggested candidates in the past?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26.	If you have not already done so, would you be willing to serve as a committee chair or board officer? Why or why not?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Your Personal Performance as a Trustee			
28.	Do you encourage dialogue and facilitate good meeting processes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29.	Do you facilitate decision-making?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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		Yes	No	Unsure
30.	Is your expertise well utilized by the board? If not, what else would be helpful to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31.	Do you know as much as you need to know to make good decisions in all areas of board functioning?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32.	In what way(s) would you like to grow and develop further in your role as a trustee?			
	What types of activities, workshops, materials, feedback, etc. might be helpful to you to accomplish this goal(s)?			

33. The board does rotate assignments and service among trustees. Are you interested in rotating/or changing your committee assignment?

34. Please share any other comments that you would like the Human Resources Committee to consider.

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