

Board Capacity Audit

A Tool to Help Boards
Know Their Gifts & Gaps.

Board Capacity Audit

Strategy Team Member

Name

Organization

Date

Objective ~ Honest Self and Organizational Assessment

In the spaces provided, read question and mark “Y” for YES or “N” for NO. The answers are neither “right” or “wrong.” Rather, your answers report readiness for change in the core focal areas. *Distribute additional Board Capacity Audits -- See pages 3-8 -- to “Strategy Team Members” (who may be staff, board or stakeholders). Compare.

Mark “Y” or “N”	Y	N
Your board has adopted a mission statement usable in board/staff decision-making?		
Your board has developed a transformative promise, mandate or vision statement?		
Your board understands the business model, making clear how profit is generated?		
Your board has a strategic plan it uses for decisions, direction and deliberation?		
Your board can list positive milestones that represent progress and sustainability?		
Your board knows what products, services and experiences it’s staff can offer?		
Your board knows what it does best, given composition and capacities of all its members?		
Your board understands how the organization chart accounts for the operation’s action?		
Your board shapes operations through values-driven mandates, policies and boundaries?		
Your board shapes operations by selecting, directing and evaluating the chief executive?		
Your board has an annually reviewed emergency and succession plan for staff and board?		
Your board is not only diverse, but welcomes complementing voices and contributions?		
Your board members know when a decision has been made final?		
Your board knows the best way to find new directors, executive staff and <i>ad hoc</i> volunteers?		
Your board avoids dysfunctions like gossip, triangles, sarcasm, blaming, conflict-avoidance?		
Your board has benchmarked the other options available to your customers?		
Your board can afford its dreams?		
Your board can imagine HOW to afford its dreams?		
Your board has a crisis communication plan?		
Your board uses an annual calendar to ensure it addresses essentials annually?		
Your board celebrates and encourages the executive and staff symbolically and tangibly?		
Your board has made friends with other organization with the right stuff?		
Your board makes friends with stakeholders, donors and officials that can help the mission?		
Your board knows its priorities for next year?		

Your board knows its priorities for the next three to five years?		
Your board knows what it intends for impact fifty years from now?		
Your board knows its next hires, based on a succession, contingency or strategic plan?		
Your board knows those conditions which require the elimination of jobs or services?		
Your board knows the gaps in its composition, in light of strategy or stakeholder feedback?		
Your board knows the gaps in administration and execution?		
Your board could achieve more with fewer meetings if members could propose changes?		
Your board has experienced significant failure?		
Your board has experienced significant conflict?		
Your board has mission-centered discussions about what attendance and absence means?		
Your board has a 100% annual board giving policy, each donating according to their means?		
Your board maintains Director & Officer (“D&O”) insurance?		
Your board observes transparency and reviews an annual robust conflict-of-interest policy?		
Your board has a clear continuity plan, complete with term limits?		
Your board members trust one another?		
Your board members know why each member has joined, knows each members’ stories?		
Your board, executive and staff, have memorized the mission statement?		
Your board’s directors feel adequate to their fiduciary and fiscal oversight tasks?		
Your board’s directors demonstrate accountability by the questions they raise when meeting?		
Your board’s directors understand the organization’s legal liability and exposure?		
Your board’s directors oversee a transparent fiscal control process?		
Your board’s directors evaluate the principal executive regularly?		
Your board’s has performance review plans in place for chair and board members?		
Your board enjoys or reshapes its meeting times for optimal engagement?		
Your board manages conflict productively?		
Your board can describe the organization’s stakeholders and what they need?		
Your board regularly probes “what mission-centered questions are we failing to ask?”		
Your board stands ready for a legal action if its policies, practices, oversight are challenged?		