

2017 Spark-Y Board Self-Evaluation Tool - Overview
Two Surveys (via Survey Monkey)-FINAL
SVP MN/SVPI/SVP Affiliates Purposes Only

Other documents – contact Guff Van Vooren at guffvanvooren@gmail.com if you would like to review these templates. All information is for SVP purposes only, unless otherwise asked/granted permission.

- Slide deck presentation
- Agenda and worksheets (2)
- Summary tables (4)
- Evaluation - tool/session (can share feedback - what worked, what we can do better, next steps, etc)
- SVP packet – bios/collateral/above agenda-worksheets
- Peer evaluation survey - draft (not used in this first-year evaluation tool)

Introductory Message (emailed, via Survey Monkey on 12/22/17):

2017 Spark-Y Board Self-Evaluation Tool

Thank you for creating space over the holiday season to reflect on your 2017 experience with Spark-Y's Board of Directors (Board) Team. To finish 2017 and start 2018 strong on both counts, we ask each director to complete the following two evaluation surveys **by Tuesday, January 2, 2018**. Estimated time to complete both surveys ranges between 30 and 60 minutes.

1. Board Team Self-Evaluation - Each director evaluates the team. 57 questions (47 multiple choice, 10 open-ended).
2. Individual Director Self-Evaluation – Each director evaluates her/himself. 20 questions (15 multiple choice, 5 open-ended).

The goal of this initiative is to create a tool that combines performance assessment and priority-setting, which provides a strong foundation of excellent Spark-Y board performance and effectiveness over time. This tool may be used by your team to:

- Identify the areas of board performance that are strongest and those that need improvement
- Identify priority areas for the board to focus on over the next 1 or 2 years
- Allow different views to emerge – the difference between responses given by directors can be tracked and used to start a discussion

Each question includes a comments section to expand on or explain/qualify your answer, suggest improvements, and offer feedback. Summaries of these valuable comments are typically as helpful as the ratings themselves in surfacing issues and opportunities for improvement.

We believe in the power of assessment and believe it will catalyze positive change at the Board level, strengthen the board–executive director partnership, and lead to greater organizational impact. This tool is meant to create an informed starting point for discussion among the Spark-Y Board team. We encourage you to adapt the tool to meet Spark-Y's governance needs, and we appreciate any feedback on how to improve the usefulness of this tool.

Thank you for your care and passion for Spark-Y's mission and for the youth you serve. Your feedback is important and will help ensure the Board team's continual improvement and success in supporting Spark-Y, our board/staff teams, the youth we serve, and our community stakeholders.

As outside and independent team members, we will collect, compile, and present survey results at Spark-Y's January 20, 2018 BOD retreat. Our retreat presentation will summarize the results in an anonymous

manner and facilitate your initial discussion. Prior to the retreat, we will email you the evaluation results for your review ahead of the retreat discussions.

With gratitude,

Guff Van Vooren, Social Venture Partners Minnesota Board Member and Partner
Amy Jo Van Culin, Lube-Tech - Bame Foundation Philanthropy Manager

Acknowledgement: In creating this tool, we reviewed various resources and are very grateful for their content. Resources include: Social Venture Partners Network Office and the Portland, San Diego, and Minnesota SVP Affiliates; World Savvy; McKinsey and Co; and BoardSource.

See next pages for two self-evaluation tool surveys.

2017 Spark-Y Board Team Self-Evaluation

Please answer these questions relating to your evaluation of the Spark-Y Board of Directors Team (the Board). This team evaluation includes three sections:

1. Performance of the Board (or board committee) on its core responsibilities
2. Perceived importance of responsibilities for the next 1 - 2 years
3. Quality of elements in place to support Board effectiveness

Section #1 - Core responsibilities

Please answer each question on a 1-5 scale, with 5 as "outstanding" and 1 as "unacceptable." Please add comments for each question and at the end of each section.

Top of this section - columns: 1- Unacceptable; 2 – Poor; 3 – Good; 4 – Great; 5 – Outstanding

Below each question: comments section

1. The Board spends sufficient time learning about Spark-Y and understands it well enough to provide critical oversight.
2. The Board provides appropriate input on and has an adequate understanding of vision, mission, values, bylaws, annual strategy and related resource allocation.
3. The Board participates in shaping Spark-Y strategic plan, given the organization's life stage.
4. The Board provides expertise and access for organizational needs.
5. The Board ensures that there are adequate financial resources to achieve Spark-Y's mission.
6. The Board participates in fundraising efforts and donor cultivation efforts, led by staff.
7. The Board reviews, approves and oversees the annual budgeting and audit process; and considers related risk management and mitigation plans.
8. The Board ensures that Spark-Y meets all applicable legal requirements.
9. The Board actively engages with staff, donors, committee members, volunteers, and key constituents.
10. The Board promotes Spark-Y and its programs/activities to the general public.
11. The Board monitors the composition of the Board and has a process in place to recruit new and replacement directors.
12. The Board works with the ED to differentiate specific Board and ED roles and the related decision making responsibilities for each.
13. The Board sets governance policies and related committee structure (HR, Finance, Compensation, Executive, Development, and Innovation) and evaluates the organization's operations on a regular basis.
14. The Board participates in the ED job description creation and related selection, development, evaluation, compensation setting, and succession.
15. The Board creates a culture of accountability, for itself and for management, and evaluates both on an annual basis, through feedback from stakeholders.

Please answer this question in the space provided (leave space for answer)

16. Anything else you've had on your mind, or that you want to share, regarding BOD core responsibilities?

Section #2 - Prioritization of responsibilities in next 1 – 2 years

A nonprofit Board adds value by undertaking each of the core responsibilities identified; however, boards rarely have time to focus on all the responsibilities. Good nonprofits prioritize their activities depending on the context and life stage of the organization. As you complete this section please choose those areas of potential Board focus that are most needed over the next 1 to 2 years to ensure Spark-Y succeeds against its mission.

How important is it for the Board to focus on:

Top of this section – columns: Priority - Low, Medium, High; and for each question, circle for each to fill in.

1. Clarifying the organization's mission and-or vision (identify which one below)
2. Resolving key strategic or policy issues (identify issues below)
3. Developing (or replacing/succession planning) the ED
4. Developing the financial resources needed to support the strategy
5. Providing expertise or access to support organizational priorities given our organizational life stage and capabilities (please identify priorities below)
6. Building/enhancing reputation of organization with key stakeholders/community (please identify stakeholders/community targets below)
7. Overseeing financial performance and ensuring adequate risk management
8. Assessing performance against mission and key program priorities
9. Improving Board performance (identify priorities below)

Please answer these questions in the space provided (provide spaces for answers):

10. Please add any additional needs not mentioned above and-or additional thoughts to explain your answers above (include related question # above in your comments).
11. In reviewing the Board Governance Best Practices Worksheet from SVP's May 2016 BOD Governance Worksheet, list any top priorities not included above that you believe Spark-Y should focus on in the next 1 – 2 years?
12. Anything else you've had on your mind, or that you want to share, regarding the prioritization of responsibilities in the next 1 – 2 years?

Section #3 - Quality of key elements in place to support Board effectiveness

Great nonprofit Boards have a number of common-sense elements in place (including structure, information and processes, and dynamics) to allow them to work effectively and productively. Please rate the Board team against these key elements - answering each question on a 1-5 scale, with 5 as "strongly agree" with the statement and 1 as "do not agree."

Top of this section - columns: Strongly disagree (1), Disagree (2), Neutral (3), Agree (4), Strongly Agree (5)

Structure

1. The Board is the appropriate size and has the right mix of skills, experiences, and backgrounds. As well, the directors have the appropriate talent, experience, diversity, independence, character, and judgement.
2. The role and responsibilities of directors are clear and distinguishable from the ED roles and responsibilities.
3. The Board has the right process for recruitment (year-round activity), orientation, establishment of term limits, and succession planning for directors.
4. The Board has the right process for selecting Chair person, officers, and committee chair people.
5. The Board committee structure is appropriate in terms of number of committees, right number of members of each committee, areas of responsibilities, and the right number of meetings per year.
6. Spark-Y and directors benefit from the annual Board Retreat.
7. Directors have the tools and support needed to promote Spark-Y programs and activities to the general public.

Information and Processes

8. The Board meets an adequate number of times per year.
9. The Board has meetings that are adequate in length to cover the necessary business to be conducted.

10. The Board has appropriate input into setting agenda items for the meetings.
11. The Board receives clear and concise background information in a timely fashion prior to meetings that helps in understanding and preparing for agenda items.
12. The Board receives clear and concise information (including committee reports) during meetings to make appropriate decisions.
13. Presentations by officers and staff at Board meetings are data-driven, accurate, and unbiased.
14. The Board has meetings that are productive and enjoyable; and are conducted in a manner that ensures collaboration, candid and constructive dialogue, meaningful participation, effectively naming and addressing the most important issues, and timely resolution of these and other issues.
15. Directors listen to and respect the ideas and opinions of other Board members.
16. Board receives appropriate, responsive, and timely follow-up from staff in response to issues raised by Board.

Dynamics

17. Directors have confidence and trust in one another.
18. Directors devote the time and effort to be effective board members.
19. The Board encourages and ensures an open line of communication between the Board and staff.
20. The Board encourages and allows for an open line of communication among Board members inside and outside of meetings.
21. The Board has sufficient input into and effectively oversees the ED's life stage (job description and related selection, development, evaluation, compensation, and succession planning).
22. The Board openly communicates expectations and concerns with the ED, and is both appropriately challenging of, and supportive of, ED and staff.
23. The Board provides encouragement and opportunities for the ED's continued professional development.

Please answer these questions in the space provided below (provide space for each):

24. Please add any additional key elements not mentioned above and-or additional thoughts to explain your answers above (include related question # above in your comments).
25. Overall, how do you assess THE FULL BOARD's performance (including their understanding of their roles and responsibilities and carrying them out effectively) in 2017? Use the above 1 – 5 scale - 1- Unacceptable; 2 – Poor; 3 – Good; 4 – Great; 5 – Outstanding (provide circles to fill in). Please add comments.
26. What were the Spark-Y Board team's major successes in 2017? What were the major challenges in 2017?
27. Is there an emerging greatness in the Spark-Y Board that's yearning to emerge, and if so, what is it? What makes/what will make that possible? Is something constraining it or keeping it from happening?
28. What is the best thing about serving on the Spark-Y Board?
29. Anything else you've had on your mind, or that you want to share relating to the Board team's self-evaluation?

2017 Spark-Y Individual Director Self-Evaluation

Please answer these questions relating to your evaluation of yourself as a Spark-Y director. For directors rating themselves higher on the scale below, they are likely fulfilling their responsibilities as Board members.

Please answer each question on a 1-5 scale, with 5 as "outstanding" and 1 as "unacceptable." Please add comments for

Top of this section - columns: 1- Unacceptable; 2 – Poor; 3 – Good; 4 – Great; 5 – Outstanding

Below each question: comments section

As an individual director:

1. I demonstrate a passion for the organization's mission, vision, values, and strategic goals.
2. I bring specific experience or knowledge on one or more of the priority core responsibility areas.
3. I am knowledgeable about Spark-Y's programs and services.
4. I follow trends and important developments related to Spark-Y.
5. I participate in policy development and decision-making initiatives.
6. I make a personally significant annual gift to Spark-Y.
7. I assist in fundraising for Spark-Y above my annual financial contribution.
8. I have a good working relationship with the executive director.
9. I read and understand the organization's financial statements.
10. I participate on at least one working committee and-or each year.
11. I prepare for and participate in board meetings and committee meetings.
12. I willingly act as a good will ambassador, represent Spark-Y in the community, and connect Spark-Y to my network of key community members.
13. I recommend individuals for service to this board and committees.
14. I find serving on the board to be a satisfying and rewarding experience.
15. Overall, how would you assess YOUR OWN performance in 2017?

Please answer these questions in the space provided below:

16. Has your 2017 Spark-Y Board experience leveraged all the capabilities, perspectives and experiences you bring? Yes or No, and please explain.
17. How would you like Spark-Y to leverage your capabilities, perspectives, and experiences in 2018 and beyond (and are there other areas where you are willing and able to contribute)?
18. List three strengths you bring to the Spark-Y Board team.
19. List up to three opportunities for your growth that you'd like to incorporate into your 2018 Spark-Y Board experience.
20. Anything else you've had on your mind, or that you want to share, relating to your self-evaluation as a director?

Wrap Up Message:

One last question and then you're done!

1. Do you have comments about this survey or self-evaluation process? Are there other questions we should ask?

Congratulations and thank you! You have completed Spark-Y's 2017 BOD Self-Evaluation Surveys. We will collect, compile, and present survey results at Spark-Y's January 20, 2018 BOD Retreat. The presentation will summarize the results in an anonymous manner. We will email you the results prior to the Retreat for your review ahead of the retreat discussions. Spark-Y can use this tool to ensure excellent Board effectiveness in this and future years.

Thanks for all you do for Spark-Y and the Twin Cities community!

Guff Van Vooren – Social Venture Partners Minnesota
Amy Jo Van Culin – Lube-Tech