

MINISTRIES FOUNDATION BOARD OF DIRECTORS SELF-ASSESSMENT  
EXECUTIVE SUMMARY  
2017-2018

## BOARD SELF ASSESSMENT PURPOSE

Board self-assessment enables the board to hold itself, its members, and its processes accountable, to identify gaps between current performance and expected or hoped-for performance, and chart a course of improvement, refinement and /or further progress.

Assessing performance is the most effective way to ensure that the board members understand their duties and utilize good governance practices.

## BACKGROUND

In May 2018, the Nominations Committee conducted the first Ministries Foundation Board of Directors Self-Assessment. The approved survey, powered by Survey Monkey, was sent on May 21, 2018 and a friendly reminder on May 24<sup>th</sup> requesting all board members to complete the survey by May 28<sup>th</sup>. Sixteen out of eighteen board members responded (89% response rate).

The survey included four key areas of governance: Structure, Leadership, Board Performance and Committee Performance.

The respondents rated these areas on a scale of 0-5 (0=Don't Know, 1=Disagree, 2=Somewhat Disagree, 3=Somewhat Agree, 4=Agree, 5=High Agreement). Board members were encouraged to expand their feedback by using the Comments sections.

## KEY FINDINGS & INSIGHTS & SUGGESTIONS

### **Our Focus for the next year or two**

#### **Ministries**

- There needs to be a clear understanding of the Mission of each of the Ministries with significant input from the Province. Past and future fund raising is impacted by mission and performance of not only the foundation, but also the Ministries.
- Direction of SMHC.
- How to support all of the ministries and let people know that the CSJ mission is alive and working for the dear neighbor.
- Seek new ministries.

#### **Staffing**

- Succession plan for executive director and all staff.
- A marketing plan to the community at large (who are we, what do we do and who are our members).

#### **Board**

- Create a more diverse board.

### **Solely for the use of the Ministries Foundation Board.**

Prepared by the Nominations Committee  
Anita S. Duckor

MINISTRIES FOUNDATION BOARD OF DIRECTORS SELF-ASSESSMENT  
EXECUTIVE SUMMARY  
2017-2018

**How can we improve the board's organization or performance of the board?**

- Create a better understanding of the CSJ mission and legacy.
- Give clearer expectations and responsibilities to individual board members.
- New team liaison.
- Staff doing more to help board members stay engaged and accomplish their individual board ...

**Other comments related to board's performance.**

- I believe overall the staff does a very good job. I would like to see: a different event replaces the St. Mary's Clinic gala; a better Fall event for the community. I do believe we need some fresh ideas for our events.
- I think it always good to keep bringing in people that run different legs of ministry's and speak about what 's working and what are challenges
- A great group of people working hard to support important ministries. How can we appreciate each other, engage each other, invite others to join us?
- How do the directors and staff of the ministries think about the board? Board and ministries staffs have mutual goal of serving needs of others.
- Good job in putting together this performance assessment.

MINISTRIES FOUNDATION BOARD OF DIRECTORS SELF-ASSESSMENT  
EXECUTIVE SUMMARY  
2017-2018

**SURVEY RATINGS BY SECTION/QUESTION**

Please note: Percentage ratings include Agree/ High Agreement responses. Questions that are bolded need attention.

**I. Governance Structure**

**1. Board size is appropriate: 68.75% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
12.50%		12.50%	6.25%	62.50%	6.25%

Comment: Board size is appropriate.

**2. Board has appropriate committees with clear charters: 81.25% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
6.25%			12.50%	62.50%	18.75%

Comment: Board has appropriate committees with clear charters.

**3. Board composition is appropriated ensuring that all necessary skills, stakeholders and diversity are represented: 50% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
12.50%	6.25%	12.50%	18.75%	50%	0%

Comment: Board composition is appropriate ensuring that all necessary skills, stakeholders and diversity are represented.

**4. Six board meetings annually are appropriate to effectively govern the organization: 87.50% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	0%	6.25%	6.25%	56.25%	31.25%

Comment: Six board meetings annually are appropriate to effectively govern the organization.

**5. There is enough time at Board meetings for presentation and discussion of topics: 81.25% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	0%	0%	18.75%	68.75%	12.50%

Comment: Board meetings well organized and planned, and an effective use of my time. There is enough time at Board meetings for presentation and discussion of topics.

**6. Board has effective processes for identifying, cultivating, and integrating new directors: 43.75% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
18.75%	0%	6.25%	31.25%	37.50%	6.25%

Comment: Board has effective processes for identifying, cultivating, and integrating new directors.

**Solely for the use of the Ministries Foundation Board.**

Prepared by the Nominations Committee

Anita S. Duckor

MINISTRIES FOUNDATION BOARD OF DIRECTORS SELF-ASSESSMENT  
EXECUTIVE SUMMARY  
2017-2018

**II. Leadership**

8. The right leaders are in place as board chair and committee chairs: 75% agree/high agreement.

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
6.25%	0%	0%	18.75%	56.25%	18.75%

Comments: The right leaders are in place as board chair and committee chairs.

**9. Board has an effective process for selecting, developing, and transitioning new leaders: 31.25% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
50.00%	0%	0%	18.75%	31.25%	0%

Comments: Board has effective process for selecting, developing, and integrating new directors.

**III. Board Performance**

10. Board received adequate pre-reading materials, including budget and financial reports when appropriate, in advance of Board meetings: 87.50% agree/high agreement.

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	0%	6.25%	6.25%	37.50%	50.00%

Comments: Board receives adequate pre-reading materials, including budget and financial reports when appropriated, in advance of board meetings.

**11. Board members come to meetings well-prepared and focused on the work, and all directors effectively participate in Board decisions: 56.25% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	0%	12.50%	31.25%	50.00%	6.25%

Comments: Board members come to meetings well-prepared and focused on the work, and all directors effectively participate in Board decisions.

**12. Board devotes sufficient time to understand, and appropriately influence the Ministries Foundation mission and strategic direction: 56.25% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
6.25%	0%	6.25%	31.25%	37.50%	18.75%

Comments: Board devotes sufficient time to understand, and appropriately influence the Ministries Foundation mission and strategic direction.

**13. Board has a good sense of the future of the CSJ Ministries Foundation and its goals: 35% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	6.25%	12.50%	56.25%	18.75%	16.25%

Comments: Board has a good sense of the future of the CSJ Ministries Foundation and its goals.

MINISTRIES FOUNDATION BOARD OF DIRECTORS SELF-ASSESSMENT  
EXECUTIVE SUMMARY  
2017-2018

**14. Board deliberations are open and constructive, and Board members effectively name and address the most important issues: 62.50% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	0%	0%	37.50%	56.25%	6.25%

Comments: Board deliberations are open and constructive, and Board members effectively name and address the most important issues.

**15. Board has adequate access to external and internal advisors, such as the independent auditor and legal counsel: 50.00% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
18.75%	6.25%	6.25%	18.75%	31.25%	18.75%

Comments: Board has adequate access to external and internal advisors, such as the independent auditor and legal counsel.

**16. Board creates a culture of accountability, for itself and for the executive director, and evaluates both on an annual basis: 56.25% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
6.25%	0%	0%	37.50%	43.75%	12.50%

Comments: Board creates a culture of accountability, for itself and for the executive director, and evaluates both on an annual basis.

**17. Board is both appropriately challenging of, and supportive of staff: 75% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
12.50%	0%	0%	12.50%	62.50%	12.50%

Comments: Board is appropriately challenging of, supportive of, staff.

**18. Board clearly communicates goals, expectations, and concerns regarding Executive Director's performance: 68.75% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
12.50%	0%	0%	18.75%	56.25%	12.50%

Comments: Board clearly communicates goals, expectations, and concerns regarding Executive Director's performance.

**19. Board has sufficient input into and effectively oversees Executive Director evaluation, compensation, and succession planning: 31.25% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
18.75%	6.25%	6.25%	37.50%	25.00%	6.25%

Comment: Board has sufficient input into and effectively oversees Executive Director's evaluation, compensation, and succession planning.

**20. Board adequately monitors financial performance during the year: 100% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement

**Solely for the use of the Ministries Foundation Board.**

Prepared by the Nominations Committee  
Anita S. Duckor

MINISTRIES FOUNDATION BOARD OF DIRECTORS SELF-ASSESSMENT  
EXECUTIVE SUMMARY  
2017-2018

0%	0%	0%	0%	62.50%	37.50%
----	----	----	----	--------	--------

Comments: Board adequately monitors financial performance during the year.

21. Board members understand that they are responsible for making personal financial contributions to the Ministries Foundation and for supporting the fundraising events: 87.50% agree/high agreement.

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
6.25%	0%	0%	6.25%	56.25%	31.25%

Comments: Board members understand that they are responsible for making personal financial contributions to the Ministries Foundation and for supporting the fundraising events.

22. Board members understand that they are responsible for being Ambassadors including making family, friends, and colleagues connections for the Ministries Foundation: 75% agree/high agreement.

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	0%	0%	25.00%	43.75%	31.25%

Comments: Board members understand that they are responsible for making personal financial contributions to the Ministries Foundation and for supporting the fundraising events.

#### IV. Committee Participation

**23. Right number of members: 62.50% agree/high agreement.**

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
12.50%	6.25%	6.25%	12.50%	50.00%	12.50%

Comments: Recent addition to the Finance Committee is helpful, but we could possibly use another person or two from the accounting or investment world as well as an additional person with non-profit experience.

24. Adequate committee member input regarding the committee assignment: 75% agree/high agreement.

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
6.25%	0%	0%	18.75%	50.00%	25%

Comments: Adequate committee member input regarding the committee assignment.

25. Right number of meetings: 81.25% agree/high agreement.

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	0%	12.50%	6.25%	56.25%	25%

Comments: Right number of meetings per years. Understand the need for additional meetings as necessary as new information becomes available, i.e., grants committee.

26. Effectively communicates to and assists the Board with oversight of their respective areas: 75% agree/high agreement.

Don't Know	Disagree	Somewhat Disagree	Somewhat Agree	Agree	High Agreement
0%	0%	0%	25.00%	68.75%	6.25%

Comments:

**Solely for the use of the Ministries Foundation Board.**

Prepared by the Nominations Committee

Anita S. Duckor