Analyzing Boards of Directors

Board Composition and Structure

*How many members are on your board of directors?* ____________

*How many minority members are on your board?* ____________

*Does board composition mirror your constituency?* ____________

1. Are the six largest employers in your area represented on your board? [Yes]  [No]
2. Are the major financial service companies in your area represented on your board? [Yes]  [No]
3. Are the two largest merchandising stores in your area represented on your board? [Yes]  [No]
4. Are the two largest private utility companies in your area represented on your board? [Yes]  [No]
5. Is a prominent media outlet in your area represented on your board? [Yes]  [No]
6. Do you have a prominent attorney on your board? [Yes]  [No]
7. Do you have a prominent educator on your board? [Yes]  [No]
8. Do you have a prominent CPA on your board? [Yes]  [No]
9. Do you have a prominent Realtor on your board? [Yes]  [No]
10. Do you have a good community volunteer on your board? [Yes]  [No]
11. Do you have members of your board who are knowledgeable about the arts? [Yes]  [No]
12. Do all of the members of your board hold one of the top three positions in their companies’ operations in your community or area? [Yes]  [No]
13. If you answered "No" to question number 12, how many of your members hold these top three positions? ____________ [Yes]  [No]
14. Is a substantial majority of your board membership active in their business or profession?  

15. If you answered "No" to question number 14, what number of your members are active?  

16. Are the following functions handled by standing committees of your board?  
   A. Public Relations /Publicity  
   B. Finance  
   C. Budget  
   D. By-Laws  
   E. Nominations  
   F. Programs  
   G. Marketing  
   H. Operations /Education  
   I. Strategic Planning  

17. Does each of your committees have a chairperson?  

18. Does your board also have the following officers:  
   A. Chairperson or President  
   B. President Elect or Chairperson Elect  
   C. Vice Chairperson or Vice President  
   D. Treasurer  
   E. Secretary  

19. In your estimation, does your present board consist of the right number of members?  

20. Do your by-laws provide for the rotating of board members on a scheduled basis?  

21. Do your by-laws provide for the rotating of officers of the board on a scheduled basis?
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<thead>
<tr>
<th></th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>If No, List Percentage</th>
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<tbody>
<tr>
<td>1.</td>
<td>Does every member of your board make a personal financial contribution to the organization?</td>
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<tr>
<td>2.</td>
<td>Does every company represented on your board make a financial contribution to the organization?</td>
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<td>3.</td>
<td>Is every member of your board asked to assist in fundraising?</td>
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<td>4.</td>
<td>Is every member of your board assigned to at least one of the following fundraising functions: cultivation, solicitation, rating of prospects, promotion and publicity or research?</td>
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<td>5.</td>
<td>Has every member of your board submitted a written endorsement of the organization, or one of the programming aspects?</td>
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<td>6.</td>
<td>Does every company represented on your board sponsor the organization, or one of the programming aspects?</td>
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<td>7.</td>
<td>Has every member of your board whose company has its own newsletter or form of publicity, run a story on your organization in the past three years?</td>
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<td>8.</td>
<td>Has every member of your board made at least one cultivation call during the past year on one of your principle contributors or on a new prospect?</td>
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<td>9.</td>
<td>Has every member of your board attended at least one program or function of the organization during the past year?</td>
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<td>10.</td>
<td>Do you have a board speaker's bureau?</td>
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<td>11.</td>
<td>Do you issue a press release every time a new board member is elected?</td>
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</table>
12. Do you issue a press release listing the entire board and officers after each annual meeting? 

13. Do you have formal "thank you" or awards presentations for outgoing officers? 

14. Has the spouse of every board member been invited to at least one organizational function in the past year? 

15. If a public relations committee exists, how often does it meet?