

INSERT NAME OF HEALTH CENTER BOARD MEMBER QUESTIONNAIRE

Thank you for taking the time to complete this questionnaire, which is designed to be filled out by individual board members. The responses will then be collated and analysis will direct a dialog among board members, CEO and the consultant to explore areas for development and enhancement of governing board functions.

 Part 1 – General Please use the scale on the right and circle your answers.	Agree	Disagree	No Opinion
1. I have a high level of personal satisfaction with my involvement on the Board of INSERT NAME OF HEALTH CENTER.	1	2	3
2. With regard to the meetings and meeting preparation, I find that:			
a. Adequate information is received in advance of the meeting.	1	2	3
b. Too much information is received in advance of the meeting.	1	2	3
c. Location of meetings is appropriate and convenient.	1	2	3
d. Translation and interpretation are provided when appropriate.	1	2	3
e. Meetings are an efficient use of our time.	1	2	3
f. Agendas are well planned.	1	2	3
g. Meetings are smoothly run.	1	2	3
h. Meetings have a positive group dynamic.	1	2	3
i. All board members participate in discussion	1	2	3
j. A quorum is convened on a monthly basis.	1	2	3
k. Minutes of meetings accurately reflect actions taken.	1	2	3
3. There do not appear to be any conflicts of interest on the board or with board and staff.	1	2	3

 Part 2 – Familiarity with HRSA Requirements Please use the scale on the right and circle your answers.	Yes	No	I Don't Know
4. Are you familiar with the Federal Requirements for Health Center Board of Directors?	1	2	3
5. Have you received training on those requirements?	1	2	3
6. Does the composition of the board comply with federal requirements and reflect INSERT NAME OF HEALTH CENTER patient population?	1	2	3

7. Do you feel a need for more board training? If Yes, in what areas? a. b. c. d.	1	2	3
8. Who is responsible for planning training for board members?			
Individual Board Members	1	2	3
CEO	1	2	3
Board as a whole	1	2	3
9. Who is responsible for the selection of services to be provided and the health center's hours of operation?			
CEO	1	2	3
Board as a whole	1	2	3
10. Who is responsible for the patient satisfaction and patient grievance plan?			
CEO	1	2	3
Board as a whole	1	2	3
11. What reports do you receive on a regular monthly basis? a. b. c. d.			
12. What other reports do you receive on a periodic, quarterly, semi-annual or annual basis? a. b. c. d.			
13. What other reports or information that you would like to receive on a regular basis in order to help you be a well-informed board member? a. b. c. d.			

 Part 3 – Health Center Governance and Function Please use the scale on the right and circle your answers.	Yes	No	I Don't Know
14. Have you, as a Board of Directors, adopted a vision for the future or a vision statement?	1	2	3
15. Have you, as a Board of Directors, explored and established a set of values or a values statement?	1	2	3

16. Do you think that the INSERT NAME OF HEALTH CENTER mission statement is a current and accurate reflection of the corporation's purpose and direction? <i>"INSERT HEALTH CENTER'S MISSION STATEMENT."</i>	1	2	3
17. Do you feel the board has a clear understanding of the organization's patient population?	1	2	3
18. Does the board engage in periodic strategic thinking and planning in order to determine how the organization should best meet new opportunities and challenges?	1	2	3
19. Has the board identified an effective process to monitor the organization's progress towards its' strategic goals?	1	2	3
20. Does the board focus more on long-term significant issues than on short-term administrative matters?	1	2	3
21. Does the board have an emergency preparedness and crisis management plan in place?	1	2	3
22. Does the CEO have a job description that clearly describes the responsibilities of the position?	1	2	3
23. Does the board evaluate the CEO's performance on a regular basis?	1	2	3
24. Does the board have a CEO succession plan in place?	1	2	3
25. Do you feel the roles of the board and CEO are clearly defined and understood?	1	2	3
26. Do you feel there is a climate of mutual trust and respect between the board and the CEO?	1	2	3
27. Are the respective roles of the board and the staff clearly defined and understood?	1	2	3
28. Do you feel the organization has an effective public relations and marketing strategy in place to enhance the organization's public image?	1	2	3
29. Do you feel that board members promote a positive image of the organization within the community?	1	2	3
30. Do you feel the board understands who serves as the organization's official spokesperson(s)?	1	2	3
31. Do you feel that you speak for the board or organization only when you have authorization to do so?	1	2	3
32. Do you feel that others on the board only speak for the board or organization when they have the authorization to do so?	1	2	3
33. Is there a current committee structure in place that contributes to board productivity?	1	2	3
34. Does each committee have a clear purpose and work plan?	1	2	3
35. Does the board have an effective plan to recruit and cultivate potential new members?	1	2	3
36. Does the board make every effort to avoid conflicts of interest that might cause embarrassment to the board or organization?	1	2	3
37. What is the most important improvement that you would like to see take place at the board level?			