

BOARD SELF-EVALUATIONS

INTRODUCTION

One of the key aspects of monitoring health center performance is evaluating board members actions and how well the board is fulfilling the health center mission. Self-evaluation identifies those areas in which the board can improve processes, accountability, and communication among board members as well as the CEO or Executive Director of the health center. By establishing the practice of performing periodical self-evaluation, board members are able to ensure that they are effectively progressing in executing their functionality as board members and do not become stagnant in their positions. In addition, self-evaluation is an excellent tool to use when preparing for health center performance reviews. Results of a board self-evaluation can be key in helping the board identify areas for improvement and the resources needed to make change. To see more information regarding the Fundamentals of Health Center Board Self-Evaluation visit the National Association of Community Health Centers website at http://www.nachc.org/client/documents/publications-resources/gov_4_03.pdf

Establish a policy and procedure to create your board member self-evaluation by utilizing the following governance requirements:

17.	Board Authority: Health center governing board maintains appropriate authority to oversee the operations of the center.
18.	Board Composition: The health center governing board is composed of individuals, a majority of whom are being served by the center and, who as a group, represent the individuals being served by the center.
19.	Conflict of Interest Policy: Health center bylaws or written corporate board approved policy include provisions that prohibit conflict of interest by board members, employees, consultants and those who furnish goods or services to the health center.

To see a detailed list of Health Center Program Requirements and Expectations for Governance <http://bphc.hrsa.gov/policy/pin9823/governance.htm>

POINTS TO REMEMBER

Migrant health center board directors should understand that the process of self-evaluation is always evolving and changing. As you begin the process, you may discover that the best approach is to be fluid in identifying your specific organizational needs.

Some important points to consider:

- Determine what process will work in your health center board self-evaluation
- Identify frequency of evaluation
 - Annually
 - Bi-Annually
- Cultivate board member support by presenting the self- evaluation as an improvement tool to ensure that governance requirements are met.
- Ensure that the evaluation tool fits the needs of your Non-English speaking board members and addresses literacy level.
- Ensure that the tool is available in the preferred language of the board member.
- Ensure the evaluation tool incorporates questions that relate to the elements of the Health Center Program Requirements and Expectations of board members.
- Create a standardized written format for self –evaluation
 - Include multiple areas for comments.
 - Provide a variety of open- ended and “yes” or “no” questions.
- If the board self-evaluation is administered/facilitated through a group process, ensure that you have interpreters available to assist in the administration of the tool with Non-English speakers.
- Identify who will help summarize and assess the results.
- Have a plan to share the results with the full board and CEO of the health center.

The National Center for Farmworker Health currently provides a service to help facilitate the conduction and analysis of board self-evaluations. To learn more about this service, please contact Alicia Gonzales, Leadership Development and Training Center Director at gonzales@ncfh.org.