

The Governance Institute

Sample Board Chair Performance Evaluation

Note: There is no universal template for board chair evaluations. Evaluations need to be tailored to specific organizations, the goals and priorities established by the board and the CEO, and the board chair's job description. Nonetheless, it may be helpful to consider the following sample when developing a format for evaluating the board chair.

Name of Board Chair: _____ Date: _____

Indicate your level of satisfaction that the board chair:	Very Satisfied	Satisfied	Not Satisfied	Not Sure	Not enough personal experience or information to rate	N/A
Leadership						
1. Keeps the mission of the organization at the forefront and articulates it as the basis for all board action.	3	2	1			
2. Translates the organization's mission into realistic goals/objectives and incorporate those goals/objectives into an annual work plan.	3	2	1			
Role Clarification						
3. Understands and communicates the roles and functions of the board, committees, medical staff, and management.	3	2	1			
4. Understands and communicates individual board member, board leader, and committee chair responsibilities and accountability.	3	2	1			
Liaison						
5. Builds cohesion among the leadership team of the board chair, CEO, and medical staff leaders.	3	2	1			
6. Acts as a liaison between and among other boards in the healthcare organization.	3	2	1			

7. Represents the organization at official functions and is the board's spokesperson to the media.	3	2	1			
Meetings						
8. Effectively plans agendas and meetings for board and executive committee(s).	3	2	1			
9. Effectively presides over board and executive committee meetings.	3	2	1			
10. Effectively presides over or attends other board, medical staff, and other organization meetings.	3	2	1			
11. Effectively facilitates discussions and decision making, ensuring all viewpoints are considered and clear decisions are reached.	3	2	1			
Board Conduct						
12. Enforces board and hospital bylaws, rules, and regulations (such as conflict-of-interest and confidentiality policies).	3	2	1			
13. Sets a high standard for board conduct by modeling rules of conduct in board bylaws and policies.	3	2	1			
Committees						
14. Appoints committee chairs and members in a consistent and systematic approach.	3	2	1			
15. Works with committee chairs to encourage effective disposition of responsibilities.	3	2	1			
16. Directs the committees of the board, ensuring that committee work plans flow from and support the organization and board goals, objectives, and work plans.	3	2	1			

Education						
17. Ensures new board members receive comprehensive orientation.	3	2	1			
18. Mentors the chair-elect, other board leaders, and new board members as appropriate.	3	2	1			
19. Supports and arranges continuing education for the board.	3	2	1			
CEO Evaluation						
20. Effectively leads the CEO compensation review and performance evaluation process.	3	2	1			
Self-Evaluation and Annual Goal Setting						
21. Ensures effective board self-evaluation and annual goal setting.	3	2	1			
22. Ensures committees conduct self-evaluations and annual goal setting.	3	2	1			
23. Seeks feedback on personal performance as chair.	3	2	1			
Succession Planning						
24. Plans for board leadership succession planning	3	2	1			
<p>What are the major strengths of the board chair?</p> <p>How can the board chair improve in his/her role?</p>						