

THE CULTURALLY CONSCIOUS BOARD

BOARD DEPTH SERIES

# Annual Affirmation Agreement

A Tool to Help Boards Get  
Everything on the Table.

<b>Board Responsibilities</b>	<b>Board Affirmations</b>
<b>Determine the aspirational framework, ensuring it is reflected in the organization's operational priorities.</b>	I affirm and advance the mission, vision, values, and promise of our organization, demonstrated by my engagement and agreements.
<b>Select, Support, Encourage, Evaluate the Executive Director.</b>	I affirm my role in the stewardship, oversight and support of the Executive Director, both the person and position.
<b>Ensure effective planning.</b>	I affirm the necessity of regularly monitoring the design, implementation and advancement of a board-ratified strategic plan.
<b>Monitor and strengthen board development priorities and programs.</b>	I affirm, engage, evaluate and suggest board development initiatives, such as but not limited to retreats, training, worksite tours, reading, curricula, exercises, etc.
<b>Ensure adequate resources, including defining the board's role in fundraising.</b>	I affirm my readiness to contribute financially to each year and will actively recruit financial partners from within my network and relationships.
<b>Protect assets and provide financial oversight.</b>	I affirm my fiduciary oversight responsibility toward resources entrusted to our organization, informing my diligence, stewardship and accountability practices.
<b>Build a healthy board, incorporating cultural competency.</b>	I affirm healthy board relationships and practices, such as but not limited to participating in board/committee meeting, engaging safe and respectful deliberations, considering alternative views with fairness, humility and inclusion.
<b>Ensure legal and ethical integrity.</b>	I affirm my ethical responsibilities in board participation, annually affirming our safeguarding priorities in review and use of policies such as but not limited to charter, by-laws and conflict of interest policies.
<b>Enhance the organization's public standing.</b>	I understand my ambassadorial service role, requiring activities such as but not limited to annual fundraising, recruiting, volunteering and site-based engagement.

## **Board Membership | Annual Affirmation**

### ANNUAL BOARD AFFIRMATIONS & RESPONSIBILITIES

I affirm ALL of the above items and look forward to continued service.

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Sign

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## Board Member Self-Evaluation Worksheet

This worksheet allows an opportunity to review expectations in board service. Use the following questions for individual board participation.

**Answers:**      **Yes**                      **No**                      **Not Sure**

### **My Membership Participation**

1. Do I understand and support the mission of the organization?
2. Am I knowledgeable about the organization's programs and services?
3. Do I follow trends and important developments related to this organization?
4. Do I assist with fund-raising and/or give a significant annual gift to the organization?
5. Do I read and understand the organization's financial statements?
6. Do I have a good working relationship with the chief executive?
7. Do I recommend individuals for service to this board?
8. Do I prepare for and participate in board meetings and committee meetings?
9. Do I act as a good-will ambassador to the organization?
10. Do I find serving on the board to be a satisfying and rewarding experience?

### **Board's Practices**

1. Does the organization have short-term (3-Year) and long-term (5-year) strategic plans?
2. Do board agendas include adequate representation of the strategic plans and priorities?
3. Does the board use policies to guide staff on implementation of strategies and goals?
4. Does the board have a designated process for orienting new board members?
5. Does the board need to reassess or make improvements in the orientation process?
6. Does the board have an identified process for director education and development?
7. Do the board members enjoy a special camaraderie with each other?
8. Does the board have a formal process for evaluating the executive director?
9. Does the process for evaluating the executive director need improvement?
10. Do all board members serve on committees?
11. Do directors receive written reports before meetings?
12. Do all board members actively participate in important board discussions?
13. Do you regularly attend board and committee meetings?
14. Does the board express the organization's challenges and successes to its stakeholders?

15. Does the board create transparently financial reports for the board's budget?
16. Does the board take into account diversity of age, gender, race, ethnicity, areas of expertise when recruiting, deciding or delivering services?
17. Does the board actively recruit new board members to form a pipeline of candidates?
18. Do you agree/disagree that the board has a clear distinction between the role of the board and the executive director?
19. Do you agree/disagree that the board offers and receives regular feedback from the executive director and lead staff?
20. Do you agree/disagree that the board and executive director have a mutually honest and trusting relationship?
21. Do you agree/disagree that the board provides guidance and clarification to the executive director about new and existing policies?
22. Do you agree/disagree that the board is clear about the kind of information and level of detail they need from the executive director about the functioning of the organization?
23. Do you agree/disagree the board is fulfills its responsibility to evaluate the executive director?
24. Do you agree/disagree that the board bases the executive director's performance primarily on the organization's strategic goals and priorities?
25. Do you agree/disagree that the board supports the executive director and openly expresses their appreciation for the executive director's work on a regular basis?
26. Do you agree/disagree that the board offers and encourages the executive director to take advantage of opportunities for professional development?
27. Do you spend adequate time in reading board minutes, reports, and other materials before board meetings?
28. Do you agree/disagree that you frequently encourage other board members to express their opinions and build on the ideas of fellow board directors?
29. Do you agree/disagree that other board members encourage you to express your opinions and ideas?
30. Do you agree/disagree that you actively promote the organization's vision and mission within your community?

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## *The* Culturally Conscious Board

Setting the Boardroom  
Table for Impact

Jennifer M. Jukanovich  
*and* Russell W. West

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