

## Advisory Council Member Self-Assessment

*Rate the activity performance of your Council. Note Suggested Improvements in the last column.*

ITEM	ACTIVITIES	Strongly Agree	Agree	Disagree	Strongly Disagree	SUGGESTED IMPROVEMENTS
1.	<b><i>Recruitment/Orientation:</i></b> Membership reflect the demographic diversity of the community.					
2.	Membership includes a diversity of skills and experience to meet the Council's goals.					
3.	There is a mutually approved method for selecting and utilizing new Council members.					
4.	The Council member recruitment process is active and on-going.					
5.	Prospective Council members are invited to observe a meeting.					
6.	New Council members receive a manual of roles and responsibilities and are oriented to the structure and work of the program.					
7.	All Council members have a Council Handbook.					

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1.	<b><i>Conduct/Behavior:</i></b> Council members build relationships and work together as a team to accomplish goals.					
2.	Council member conduct reflects leadership effectiveness (attendance, participation, etc).					
3.	Each member of the Council is active and serves on at least one standing committee.					
4.	Every member is valued and the Council has a procedure to call upon members who are absent.					
5.	Council members are recognized and thanked for their service.					
6.	Council members treat each other with respect and communicate effectively.					
7.	The Council communicates effectively with the Executive Director.					
8.	The Council decision-making process is clear and widely known at the committee and Council levels.					

ITEM	ACTIVITIES	Strongly Agree	Agree	Disagree	Strongly Disagree	SUGGESTED IMPROVEMENTS
1.	<b><i>Roles and Responsibilities:</i></b> Council members clearly understand their roles and responsibilities.					
2.	The Council does short-term and long term-planning both for its own development and that of the program.					
3.	Council members are familiar with the organization they serve, and revisit its mission annually.					
4.	The Council conducts an annual review of its work and performance.					
5.	The Council includes members who provide and solicit financial support for program activities, notoriety, and sustainability.					
6.	Council members are knowledgeable about the organization's place in the community, trends in society affecting the field of service, and focus upon long-range issues and solutions.					

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1.	<b><i>Council Operation:</i></b> The Council operates under a clear and up-to-date set of by-laws with which all members are familiar.					
2.	The Council has a number of standing committees which advance the goals of the Council and report back.					
3.	The frequency of Council meetings is considered appropriate in number.					
4.	Council meeting agendas are effectively designed.					
5.	Council members receive agendas with related background materials in a timely manner in advance of the Council meeting.					
6.	Financial and standing committee reports are given regularly.					
7.	The Council follows through and completes “old” business.					

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8.	<i>Council Operation (continued):</i> The Council has a set of expectations and job descriptions.					
9.	Council members are elected for specific terms and are limited as to how many consecutive terms they can serve.					

*Adapted by Campaign Consultation, Inc. from "Assess Your Board: A Worksheet, Public Management Institute", San Francisco, CA; "Board and Administrator", An Aspen Publication, December 1999; Special thanks for input by Gloria Sokolowski and Vicki Hover.*