



A Tool for Improving Governance of Your Cooperative

These statements should be rated by each board member individually. The results should be shared and discussed by the whole board in an effort to find the areas that could be improved. The board should go over each statement and look at the group's average rating for each statement. After discussing each statement, see how the group did in the overall section rating.

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

Board Performance

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| 1. I fully understand the mission of the cooperative. | 1 2 3 4 5 |
| 2. I understand my roles and responsibilities as a director of this cooperative and feel competent to fulfill them. | 1 2 3 4 5 |
| 3. I have a clear understanding of the cooperatives bylaws, articles of incorporation, policies, any leases, contracts and other legal documents. | 1 2 3 4 5 |
| 4. I show up to board and committee meetings prepared and on time. | 1 2 3 4 5 |
| 5. I have a clear understanding of the financial statements. | 1 2 3 4 5 |
| 6. The board receives regular reports on finances, committees, etc. | 1 2 3 4 5 |
| 7. I take advantage of the opportunities to represent the cooperative in our community. | 1 2 3 4 5 |
| 8. The board has a plan for director education and further board development. | 1 2 3 4 5 |
| 9. I am able to analyze and make decisions on membership applications. | 1 2 3 4 5 |
| 10. The board consistently sets and evaluates the progress towards strategic goals of the cooperative. | 1 2 3 4 5 |

Meeting Effectiveness

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| 1. For each board meeting, we follow an agenda. | 1 2 3 4 5 |
| 2. I always receive the agenda and materials for the board meeting in a timely fashion. | 1 2 3 4 5 |
| 3. We do a good job keeping the discussion aligned with the agenda. | 1 2 3 4 5 |
| 4. We adhere to the timeframes set in the agenda and we start and end on time. | 1 2 3 4 5 |

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| 5. Meeting minutes are taken, sent out and reviewed for every board meeting. | 1 2 3 4 5 |
| 6. Work gets accomplished and necessary decisions get made. | 1 2 3 4 5 |
| 7. We refer to bylaws as needed during meetings. | 1 2 3 4 5 |
| 8. We work through conflicts by saying what we mean and actively listening to others. | 1 2 3 4 5 |
| 9. I make sure I clearly understand each issue before I place a vote in a board meeting. | 1 2 3 4 5 |
| 10. Meetings are engaging and interesting. | 1 2 3 4 5 |

Duties of “Care”, “Loyalty” and “Obedience”

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| 1. I fully understand my duties as a board member of this cooperative. | 1 2 3 4 5 |
| 2. I keep informed about industry, business, local and economic issues and try to stay up to date on concerns that might affect the cooperative. | 1 2 3 4 5 |
| 3. I participate in all important board discussions and try to fully represent the members. | 1 2 3 4 5 |
| 4. I support all board decisions even if I am not in favor of the decision. | 1 2 3 4 5 |
| 5. I put the interests of the cooperative above my own personal interests. | 1 2 3 4 5 |
| 6. I am careful to disclose any possible conflict of interest I might have while serving on the board. | 1 2 3 4 5 |
| 7. I would never ask for nor expect special favors from the members, management, or the community as a board member of the cooperative. | 1 2 3 4 5 |
| 8. I represent the cooperative in business matters only with prior and proper authorization. | 1 2 3 4 5 |
| 9. I follow through on things I have said I would do. | 1 2 3 4 5 |
| 10. I promote the work of our organization in the community whenever I had a chance to do so. | 1 2 3 4 5 |