

CSBG Private Board Monitoring Survey

Thank you for taking the time to fill out the CSBG Private Board Monitoring Survey. All information from this survey will be kept confidential. We utilize the responses in this survey as part of our CSBG Monitoring process. The goal of this survey is to identify ways the CSBG Staff can better assist your board and agency. If you have any questions regarding the survey please email csbg@dss.virginia.gov.

We will be conducting a short board member interview as part of the monitoring visit, you will have a chance to sign up to participate in the interview at the end of this survey.

* 1. Name

* 2. Email Address

* 3. How long have you been a member of this board?

* 4. Did you receive an orientation as a member of the board?

- Yes
 No
 Unsure

* 5. Which sector do you represent as a member of this board?

- Private
 Public/ Elected Official
 Target/ Low Income Representative
 Unsure

* 6. Does your board utilize committees?

- Yes
 No

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7. You noted that your board utilizes a committee structure. Please select responses below based on your boards current committee structure:

	Check if your board has this committee	Check if you are on this committee	Check if you believe this committee is effective
Executive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Governance (i.e. Membership or Nominating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bylaws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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* 8. Is the community needs assessment utilized in determining which activities or programs are funded based on an annual and/or strategic plan.

Yes

No

Share thoughts as needed.

* 9. How often does the board review its By-Laws?

Annually

Every 2 years

Every 3 years

Every 4 years

Unsure

Other (please specify)

* 10. How often does the Board review the mission statement?

Annually

Every 2 years

Every 3 years

Every 4 years

Unsure

Other (please specify)

* 11. How were you notified when the audit was available in the last year?

- Was not notified
- Notified by email
- Notified at board meeting
- Other (please specify)

* 12. Does the board complete a self evaluation?

- Yes
- No

If you selected yes, please describe the process.

* 13. When did the board last complete a performance evaluation for the Executive Director?

* 14. Please describe the performance evaluation process for the Executive Director?

* 15. Does the board have a succession plan in place for the Executive Director?

- Yes
- No

If you answered yes, please describe the process.

* 16. What documentation does the board receive in order to monitor the agency's financial performance?

- Comparison of expenditures to budget
- Revenue received report
- Cash flow situation
- Other, please describe:

* 17. Is the board involved in selecting an audit firm to conduct the annual audit?

- Yes
- No
- Unsure

* 18. Does the auditor attend a board meeting to review the audit process and any findings?

- Yes
- No
- Unsure

* 19. Does the board have a conflict of interest policy?

- Yes
- No
- Unsure

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20. How often do you sign the conflict of interest form?

- Annually
- Every 2 years
- More than 2 years

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21. If you could give one piece of constructive feedback to improve the board performance, what would it be?

22. What is one key way the CSBG Office could help support your board?

23. Are there any other comments you would like to share?

* 24. Would you be able to participate in a 45 minute board member interview on (insert date)? If you select yes further details on the board interview will be communicated with you prior to our visit.

Yes

No

* 25. The CSBG Office sends a monthly email with training opportunities and important information from our office. Would you like to be added to our monthly newsletter distribution list?

Yes

No