

Sample
Confidential, Individual Self Evaluation Used by Northeast Health, Troy, NY
Shared with permission of Tricia Brown, Vice President for Corporate Affairs
(For information, brownt@nehealth.com)

MEMORANDUM

TO: *[Name of member]*

FROM: Chairperson
 Nominating Committee, Northeast Health

SUBJECT: Board Terms Due January 200x

DATE: [insert date]



This memorandum is being sent to NEH board members with terms due January [insert year]. The Nominating Committee assesses each board member as their terms are due. A self-evaluation is offered to allow the individual board member the opportunity to assess his/her ability and desire to continue as a board member.

The self-evaluation tool is attached and is strictly for your use. The board job description is also attached and your individual attendance record is noted below. I will contact you within the next month to discuss your membership.

Individual Attendance Record for:

	<u>In Attendance</u>	<u>Excused</u>	<u>Absent</u>
Board Meetings:	_____	_____	_____
Committee Meetings:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**NOTE: for individual board member use only; not to be handed  
in nor distributed!!!!**  
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NEH BOARD OF DIRECTORS SELF-EVALUATION

(To be utilized at time of term renewal)

***Please assess yourself, using a 1 -5 scale for the following questions
(1 = needs improvement; 5 = exceeds standards)***

- | | | | | | |
|--|---|---|---|---|---|
| 1. My attendance at Board meetings | 1 | 2 | 3 | 4 | 5 |
| 2. My attendance at Committee meetings | 1 | 2 | 3 | 4 | 5 |
| 3. My attendance at educational opportunities afforded to the Board members at the annual retreat and periodically during the year. | 1 | 2 | 3 | 4 | 5 |
| 4. I am an active participant in discussions at board and committee meetings; including asking good questions and raising good concerns. | 1 | 2 | 3 | 4 | 5 |
| 5. I am objective when considering new proposals and ventures, assessing the overall benefit to the system. | 1 | 2 | 3 | 4 | 5 |
| 6. I may bring affiliate experience to the table but do not show allegiance to the affiliate, when discussing or making decisions for what's best for NEH. | 1 | 2 | 3 | 4 | 5 |
| 7. I respect the confidentiality of the Board Room. | 1 | 2 | 3 | 4 | 5 |
| 8. I respect the balance between Board and management roles and contribute positively to the enhancement of relationships. | 1 | 2 | 3 | 4 | 5 |
| 9. I support fund raising initiatives of Northeast Health. | 1 | 2 | 3 | 4 | 5 |
| 10. I do not have a conflict of interest between my role on the Board and my personal/business affairs. | 1 | 2 | 3 | 4 | 5 |
| 11. I support Northeast Health outside of the Board Room, in terms of exerting external influence, positive public relations and supporting the decisions and policies of the Board. | 1 | 2 | 3 | 4 | 5 |
| 12. I have the ability to get along with other board members & am respected by my fellow board members. | 1 | 2 | 3 | 4 | 5 |
| 13. I have the ability to serve as a sounding board for the CEO and am supportive of the CEO. | 1 | 2 | 3 | 4 | 5 |
| 14. I have demonstrated achievement in my chosen profession. | 1 | 2 | 3 | 4 | 5 |
| 15. I have contacts with business and/or the medical community. | 1 | 2 | 3 | 4 | 5 |

Additional Thoughts/Comments:
