

TOOL FOR MEMBER SELF EVALUATION OF THE BOARDS OF HEALTH

A self evaluation tool for Boards of Health members to each evaluates the process of how they operate, function as a team, and to determine how they can best meet their responsibilities.

This tool is recommended to be completed at least once a year and be followed with a discussion from which the Boards of Health sets goals to improve Board operations, teamwork and functions.

Section I: How our Board of Health prepares to do its job. We:

1. Yes No Provide a thorough orientation for all new board members.
2. Yes No Integrate and involve new members into the team as quickly as possible.
3. Yes No Attend conferences and/or education opportunities for Boards of Health.
4. Yes No Provide members with copies of mission statement, board bylaws, long-range plan, and related documents of the public health organization.
5. Yes No Tour public health facilities in the county each year.
6. Yes No Hear public health program and service reports throughout the year.
7. Yes No Review previous minutes, agenda, and information provided prior to a BOH meeting.
8. Yes No Are aware and understand Iowa's Open Meeting Law.

Section II: How our Board of Health assures good meetings. We:

1. Yes No Limit most meetings to two hours or less.
2. Yes No Meet in a comfortable meeting room.
3. Yes No Stick to the prepared agenda.
4. Yes No Convene and adjourn on time.
5. Yes No Work for consensus instead of a majority.
6. Yes No Understand the budgeting process and financial aspects of public health.
6. Yes No Follow a system of parliamentary rules.
7. Yes No Include the administrator as a resource for information and deliberations.
8. Yes No Keep all discussion on policy and agenda issues.
9. Yes No Allow/encourage each member to participate in discussion.

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Section III: As an individual member, I:

1. Yes No Attend 90% of all board meetings and assigned committees as scheduled.
2. Yes No Come to meetings prepared to discuss agenda items.
3. Yes No Come to meetings on time.
4. Yes No Act as an advocate and educator for public health in the community.
5. Yes No See myself as a team member and support the team concept.
6. Yes No Know and understand my responsibility to the health of the public, public health core functions, and public health essential elements.
7. Yes No Understand the difference between governance and administration or management.

Section IV: The BOH plans for the future. We:

1. Yes No Review and approve the mission statement annually.
2. Yes No Review progress toward short and long-range plan annually.
3. Yes No Keep informed and plan for changes instead of waiting for crisis.
4. Yes No Review and understand the agency evaluation, program evaluations and the outcome or result to be obtained for individuals, families, or population based activities.

Section V: Discussion and Solutions:

In which of the previous self evaluation sections does our Board show strengths?

In which of the previous self evaluation sections does our Board need improvement?

What actions can we all agree on to bring improvement to our Board?