

Unity of Bellevue

Board of Trustee's Self-Assessment Plan

PART 1: Plan Summary

The following defines the Board's plan for self-assessment based on the four areas of responsibility in the Board's Job Description:

	Why	What	Who	When
1.0 MINISTER PERFORMANCE				
1.1	Community feedback	Annual survey allowing community to comment	Center Admin	Annual – Transmitted before EOM Feb
1.2	Documented review	Create draft performance evaluation	President drafts	Annual – Before EOM Jan
1.3	BoT agreement	BoT closed meeting to discuss then President finalizes.	President facilitates	Annual – Before EOM Feb
1.4	Clear communication	Discuss performance with Minister	President + 1	Annual – Before EOM Mar (formal PR) & Before EOM Oct (contract review)
1.5	Formal agreement	Update contract as needed after Oct discussion.	President finalizes	At contract renewal point
2.0 FINANCIAL STEWARDSHIP				
2.1	Budget creation	Approve budget before EOY preceding the budget year	Minister	Annual – Review in Oct, approve in Dec
2.2	Communication	Monthly macro updates in newsletter	Center Admin	Last newsletter each month
2.3	Community engagement	Monthly financial updates on Q&A Sunday with opportunity for community questions and feedback	Treasurer	Monthly – 1 st Sunday
2.4	BoT Meeting review	Board meeting review + Q&A	Treasurer	Monthly – 1 st Sunday
2.5	Prosperity consciousness	Thank you cards (annual after pledging + monthly)	BoT member	As gifts received
2.6	Community feedback	Annual survey allowing community to comment	Center Admin	Annual – Transmitted before EOM Feb
3.0 POLICY OVERSIGHT				
3.1	Policy relevancy	Create new and/or review existing policies for needed updates	Gov Committee (Chair)	Meet monthly. Policy manual updates as needed. Bylaws annually reviewed.
3.2	Change Review/Approval	Policy – Gov Committee revises, BoT reviews/approves Bylaws – Gov Committee revises, BoT reviews/accepts, membership approves	President facilitates	Ongoing as administered by Gov Committee. All policy documents to be reviewed at least every other year.
3.3	Community informational sessions	Ad hoc sessions for community review	BoT member	As changes are made
3.4	Community feedback	Annual survey allowing community to comment	Center Admin	Annual – Transmitted before EOM Feb
4.0 RE-THINKING PERSPECTIVES				
4.1	Individual BoT member assessment	Self-assessment then sharing with BoT	President facilitates	Retreat or special meeting – annually.
4.2	Community transparency	Monthly Q&A	President facilitates	Monthly – 1 st Sunday

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PART 2: Community Feedback

- A. Monthly Board Q&A is the ongoing forum for community to provide informal feedback.
- B. Annually, a community survey will be also be generated so individuals can give anonymous feedback. The survey will consist of the following questions:
 - 1. Rate the transparency level of the BoT in [year]: 1 – 10 (1 low, 10 high).
 - 2. Rate the communication from the BoT to congregation in [year]: 1 – 10 (1 low, 10 high).
 - 3. Rate how well you believe the BoT is doing relative to each of the following areas in [year]:
 - a. Minister performance (conducting performance review, clear communication): 1 – 10 (1 low, 10 high).
 - b. Financial stewardship (budget creation, communication of needs, etc.): 1 – 10 (1 low, 10 high).
 - c. Policy oversight (creating and revising policy, communicating with community): 1 – 10 (1 low, 10 high).
 - 4. On anything you rated as low what is your specific suggestion for improvement? (open text field)
 - 5. Is there anything you feel is being done exceptionally well that you'd like to tell us about? (open text field)

PART 3: Individual Member Self-Assessment

On an annual basis, each Board member shall do a self-assessment based on the following criteria which is geared toward how the individual Board member is contributing to good Board function as a whole. This assessment is based on the idea of *Do justice, love mercy, and walk humbly* (Micah 6:8). Each main section is considered an element of good board function and shall be given a 1-10 score when doing the self-assessment. To conduct the self-assessment the Member is to ask themselves to what extent they have adhered to all the bulleted items below each main header then come up with a 1-10 score (1 low, 10 high) for the category based on how well they believe they have done (just that year).

Upon completion of the self-assessment Board members will be asked to share their score and why they scored as such. This assessment may be done in a special meeting or in one of the retreats.

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1. Having all members in Board meetings
 - *I attended all Board meetings (except when pre-excused).*
 - *I attended all retreats (Bylaws requirement).*
 - *I attended all monthly Q&As (except when pre-excused).*
2. Having productive conversations in Board meetings, Retreats, and Q&A
 - *I have consistently adhered to meeting agreements*
 - *I have consistently adhered to Board parliamentary practices related to Roberts Rules of Order (Bylaws requirement).*
 - *I have sought to understand rather than to be understood.*
 - *I have accepted others view without needing to change it.*
 - *I have been humble with my opinion and approach.*
3. Demonstration of professionalism & commitment
 - *I have promoted unity on the Board rather than divisiveness.*
 - *I have demonstrated discipline in following UOB values and teachings.*
 - *I have demonstrated commitment to UOB monetary stewardship.*
 - *I have refrained from correcting others in public.*
4. Presence in the community
 - *I have participated on Board committees.*
 - *I have promoted and modeled sacred service awareness and understanding.*
 - *I have welcomed visitors and strive to have a welcoming attitude.*
 - *I have treated all persons (Board members, staff, and community) in accordance with Unity teachings and values regardless of my personal feelings.*
5. Upholding the spiritual purpose of the ministry
 - *My behavior has always represented the Board positively in all conversations.*
 - *I have promoted comradery and unity.*
 - *I have not triangulated with my opinions or behavior.*
 - *I know, understand, and am conversant in the UOB vision, mission, values, evolutionary purpose.*
 - *I am conversant in the bylaws and policies (bylaws requirement).*
 - *I have practiced praying in front of others for my own spiritual growth.*
6. Continuing Spiritual Education / Growth
 - *I have participated in community spiritual education (classes, workshops, etc.).*
 - *I have learned at least three things this year that have increased my spiritual acumen.*
 - *I have regularly attended Sunday service (Bylaws requirement). Consider: 75% or more of all Sunday services in person.*

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PART 4: Annual Review

Each year the Board shall review prior year performance in the first quarter of each year. This shall include:

1. Community survey results review
2. Member self-assessment then sharing with the full Board and open round-table discussion
3. Full Board shall discuss Board function using Stop, Start, Stay method: Define what should stop (doing but is ineffective, should stop), should start (not doing but should be), and what should stay (keep but ask if we could adjust in some way to do better). This activity shall also include review of Board of Trustee meeting agreements.