

**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](mailto: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:*

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