

## **A Possible Process for Board of Directors/Trustees Goal Setting Based on Evaluation and Goal Setting Tool For Boards of Trustees/Directors**

Each year Boards of Directors/Trustees need to set goals based on the tool upon which they will evaluate themselves. The act of goal setting will aid in a more effective and mission based governance process for the school. What follows is a possible process to use with a board.

1. Identify a facilitator, either the board chair or someone who has experience or excels in facilitating discussions, to engage the board in the following process.
2. Hand out the Evaluation and Goal Setting Tool for Boards of Trustees/Directors that was developed by the Network for Mercy Education for use by secondary and elementary schools. This evaluation tool comes from a compendium of sources from many Mercy schools as well as non-Mercy schools.
3. Review the 6 areas of responsibility quickly:  
  
The board functions with clear understandings  
Board responsibilities are executed effectively  
Board functions are executed appropriately  
Board members operate effectively  
Board and Committee meetings are designed to fulfill responsibilities  
Board Member – Personal Growth and Support
4. Ask board members to place check marks next to each item based on whether they believe each item is a Significant Strength, Strength, Needs Growth or Needs Significant Growth. Ask them to fill it out very quickly using their first reactions. Just give 2-3 minutes.
5. Next, ask each board member to share their work with 2 other members of the board. Their goal is to listen to each other and begin to find areas for growth. This can be repeated more than once.
6. After this process is finished, ask them to share the areas that seem to need work.
7. Arrive at a consensus on 2 or 3 goals to accomplish for the school year and list them so that all can see.
8. Next, have each Board Member list one very specific objective for meeting each of the goals selected. For example, one goal may be that “The board functions with clear understanding of school and governance language.” A specific objective to improve this goal may be to “Read *Come to the Table* Booklet pages 29 – 31 and be prepared to share understandings and questions at the October Board Meeting.”
9. The facilitator will then collect the papers and prepare a combined report with the goals and objectives for the next meeting. This report will be presented to the President or Principal of the school and at an Executive Committee meeting of the board goals and objectives for the current year will be agreed upon - for presentation to the full board.
10. At the next meeting of the board, the full report on goals and objectives will be handed out to all members, the goals and objectives for the current year recommended by the Executive Committee will be presented for affirmation, and the board will affirm its goals and objectives.
11. A committee of the board will accept the responsibility to insure the annual evaluation on progress toward goals and objectives.