

**Organizational Capacity Assessment (OCA)  
Board Questionnaire**

|   |            |           |
|---|------------|-----------|
| 1. Does your board have TORs or bylaws?   | <b>Yes</b> | <b>No</b> |
| 2. How many members serve on the board?   |            |           |
| 3. What is the length of appointment for a board member?  |            |           |
| 4. How often does the Board have elections  |            |           |
| 5. How often are Meetings held:   |            |           |
| 6. Are you aware that the organization has a vision (future aspiration) and/or mission statement      | <b>Yes</b> | <b>No</b> |
| 7. What is the key message of the statement(s)?   |            |           |
| 8. What are your main functions on your board?  |            |           |
| 9. What is the board's most important role?   |            |           |
| 10. Describe what guidance the board provides to the Executive Director?                              |            |           |
| 11. Describe any provisions that are available for building the skills and capacity of board members? |            |           |