**PRE-RETREAT QUESTIONNAIRE RESPONSES**

 Board Responsibilities

1. The Board has a full understanding of its roles and duties **T10 F2**
2. The Board learns of these roles and duties at its annual retreat **T4 F8**
3. The Board holds training (or individual mentoring) for each new Board member **T3 F9**
4. The Board explicitly sets expectations that are given to all Board members **T4 F8**
5. The Board follows through if expectations are not met **T5 F6**
6. Board members must attend a minimum number of Board meetings a year or they are asked to leave the Board T8 F4
7. Board members are required to attend a certain number of activities or programs a year **T1 F11**
8. Each Board member is given a copy of the Chapter Bylaws and is expected to become familiar with it. **T8 F4**
9. The Board members can clearly articulate the mission, vision and core values of ACC. **T8 F3**
10. The Board can describe the purpose of all Chapter programs and products or activities. **T10 F2**
11. The Board can identify how it effectively represents the Chapter to the community. **T11 F1**
12. The organizational hierarchy is reviewed at the annual retreat and is understood by members. **T9 F3**
13. Board policy decisions provide effective guidance to all activities, events, programs and operations. **T9 F4**
14. The Board identifies and is actively involved in sponsorship opportunities fairly and shares this responsibility. **T8 F1**

Strategic Planning and Goals

1. The Board has a strategic plan. **T8 F4**
2. The Board reevaluates its strategic plan at each annual retreat. **T8 F3**
3. The Board had developed clear objectives and action items resulting from their strategic planning. **T7 F4**
4. All necessary skills required to govern, promote and strengthen the Chapter are represented on the Board. T9 F3
5. All Board members are engaged and actively involved in the activities, programs and events of the Chapter.**T7 F5**

Board Meetings

1. Board meetings occur at least 7 times a year. **T12 F0**
2. Board meetings are efficient and focus on action toward goals and decision making on important issues. **T11 F1**
3. Meeting agendas are followed. **T12**
4. The Board receives adequate reports on finances, programs and other important matters. **T12**
5. Board members are prepared for meetings and review past minutes and materials where necessary prior to meetings. **T12**
6. All Board members participate in important discussions. **T11 F1**
7. Board members attendance at Board meetings are consistent; ie the Board does not have people who repeatedly miss meetings. **T9 F3**

My Personal Performance

1. I fully understand the mission and goals of ACC and the ACC New Jersey Chapter. **F1**
2. I have a full understanding of my role and duties as a member of the Board. **F1**
3. I fulfill the responsibilities of my role and duties as a member of the Board.
4. I regularly attend Board meetings.
5. I have missed no more than 2 Board meetings in the last year.
6. I review the prior minutes before the next Board meeting. **F1**
7. I review any materials that are sent to me prior to a Board meeting. **F1**
8. I have fulfilled the tasks and responsibilities of my Board membership.
9. I have clarity on what my role and responsibilities are regarding my Board membership. **F1**
10. I promote ACC and the ACC New Jersey Chapter to my in-house counsel colleagues and encourage membership.
11. I fulfill my fiduciary duties as a Board member.
12. I understand what my fiduciary duties as a Board member are.
13. I find my membership on the Board of the ACC New Jersey Chapter meaningful and productive. Please elaborate on why or why not this is true.

Things I could have done to enhance my Board membership are: