

ANA Massachusetts Board Readiness Assessment

Introduction

Candidates for an elected position within ANA Massachusetts are asked to complete the following Board Readiness Self-Assessment and use the information to inform their personal reflection. A personal reflection is a summary of the self-assessment you will share with the ANA Massachusetts membership. It should not exceed 250 words, and be based on your ANA MA Board Readiness Self-Assessment, that describes how your strengths will help the board address our biggest challenges. The information you share in this personal reflection will become part of your “Ballot Portfolio” that will showcase and highlight you for consideration by the Membership. The Committee on Nominations is committed to serving the Membership by bringing forth a ballot of highly qualified individuals, such as you. Remember, you are ANA Massachusetts, and This is YOUR Time.

Instructions: Read the behaviors listed below and carefully consider if it is a competency you currently possess or one you are working towards developing.

LEADING YOURSELF
CORE COMPETENCY
<i>Adaptability</i>
I think “out of the box” and adjust to changes easily
I understand the impact of change on situations and people
My senses are consistently accurate on when to give and take with negotiating new approaches
<i>Integrity</i>
I act in accordance with stated values
I follow through on promises
I use ethical considerations to guide decisions and actions
<i>Self-Awareness</i>
I successfully compensate for my weaknesses
I capitalize on my strengths
I learn from my experiences and make needed adjustments in my behavior
I take care of myself and I’m aware of my feelings
LEADING OTHERS
CORE COMPETENCY
<i>Communication</i>
I communicate goals effectively
I inspire others
I involve others, I listen, and build commitment
<i>Conflict</i>
I negotiate adeptly with individuals and groups
I manage conflict and confrontations effectively and skillfully
<i>Relationships</i>

I build productive working relationships with co-workers and external parties
LEADING THE ORGANIZATION
COMPETENCY
<i>Business Acumen</i>
I understand the perspectives of different functional areas in the organization
I have a firm grasp of external conditions affecting the organization
COMPETENCY
<i>Change</i>
I support activities that position the organization for the future
I offer novel ideas and perspectives
<i>Courage</i>
I take a stand when others disagree; go against the status quo
I persevere in the face of opposition
COMPETENCY
<i>Influence</i>
I promote ideas and vision
I motivate others
I influence skillfully
I delegate effectively
<i>Problem Solving</i>
OFFICERS AND DIRECTORS-AT-LARGE
COMPETENCY
<i>Board Experience</i>
I have served on public sector, private sector, or not-for-profit boards; have experience with good governance policies
I act in the best interest of the association as a whole and not that of a special group or interest
I understand and accept that a board of directors/committee speaks with one voice
I serve as an ambassador and advocate for the organization and the profession
I understand the importance of continuous self-improvement through participation in professional development
<i>Governance Experience</i>
I am familiar with an organization's Bylaws
I understand the difference between the role of management and the role of governance
I understand the fiduciary responsibilities of a board of directors: Duty of Care, Duty of Loyalty, or Fidelity to Purpose
I have experience in board governance (e.g., bylaws review, policy development)
<i>Committee Experience</i>
I have served on an ANA Massachusetts committee
<i>Risk Management and Assessment</i>
I understand the elements of risk management: nature and sources of enterprise risk and risk management strategies
I ensure appropriate systems are in place to manage risks
COMPETENCY
<i>Strategic Planning</i>
I contribute, evaluate, and implement strategic plans
I develop mission, vision, and core values
I set strategic direction
I provide strategic oversight
I focus on longer term goals and strategic outcomes
I employ performance oversight, management, and measurement systems to assess organizational performance
<i>Strategic Thinking</i>
I apply complex concepts, develop creative solutions, and adapt previous solutions in new ways
I make timely decisions
I understand complex issues readily
I develop solutions that effectively address problems
<i>Vision and Strategy</i>
I understand, communicate, and stay focused on the organization's vision

COMPETENCY
<i>Strategic Organizational Management Experience</i>
I implement and evaluate decisions that enable the organization to achieve long-term objectives
<i>Business/Corporate Planning Experience</i>
I have experience in business/corporate planning for public/private sectors, or not-for-profit boards
<i>Financial/Investment/Accounting Knowledge</i>
I understand financial operational management
I interpret balance sheets and income and cash flow statements
I understand the proper application of internal controls
I provide input to and appropriately challenge budgets and financial statements
I have knowledge of other considerations and issues associated with auditing requirements for public/private sectors, or not-for-profit boards
<i>Human Resources/Executive Personnel Performance Review</i>
I understand human resources, considerations and issues for executive recruitment, compensation structures, and performance review
PRESIDENT –ELECT CANDIDATES
<i>(in addition to the competencies for Officers and Directors-at-Large)</i>
COMPETENCY
<i>Board Leadership</i>
I have experience serving as a board chair, committee chair, or serving in other leadership positions
I have experience in long-term planning and priority setting
I am skilled at policy development and advocacy
I am skilled at keeping the board focused at a governance <i>rather than</i> management level
I encourage active, equitable participation at meetings through managing time effectively, keeping the discussion on topic, and clarifying decisions
I create a climate where feedback on performance is given and received to continually improve personal, board, and organizational performance
I establish and maintain effective relationships with board members, management, and stakeholders