



FLORIDA COALITION AGAINST DOMESTIC VIOLENCE

Executive Director Interview Tool

PROVIDER NAME:

EXECUTIVE DIRECTOR:

INTERVIEWED BY:

DATE:

STANDARD QUESTIONS	RESPONSES
<p>1. How long have you served as the Executive Director?</p>	
<p>2. When did the agency last get approval for its board training materials?</p>	
<p>3. Does the agency have a policy which clearly delineates the role of the board in relationship to the Executive Director? (Request a copy)</p>	
<p>4. How is the board involved in the agency's programming and administration?</p>	
<p>5. How was the board included in the prior year's monitoring?</p>	

<p>6. Do any board members or their immediate family serve in a volunteer staff capacity (for day-to-day operations)?</p>	
<p>7. If more funds were available, how could the agency better meet the needs of center participants?</p>	
<p>8. What is your assessment of the center's current and future financial viability?</p>	
<p>9. How often is the board being presented with financial statements that reflect a budget versus actual variance?</p>	
<p>10. Are the financial statements separated by funding source?</p>	
<p>11. Is there a policy in place which explains the communication policy as it relates to the staff and the board? (Request a copy)</p>	
<p>12. Does the policy apply to the staff, board, or both?</p>	

13. How is the policy communicated to the staff and/or board?	
14. Has the policy ever been violated?	
15. If so, what was the outcome?	
16. Is there anything you would like to share that was not asked?	