

GOV 11 Board Evaluation

Policy Type:	Governance	Policy Number:	GOV 11
		Policy Approval Date:	March 6, 2014
Policy Title:	Board Evaluation	Policy Review Date:	February 4, 2021
		Next Review Date:	February 2025

1.0 Overview

The Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for Board improvement and the requisite follow-up action. This policy ensures that the Board assesses its effectiveness.

2.0 Procedure

The Board will evaluate its effectiveness every two years.

The Chair is responsible for managing the process of the evaluation.

Areas of evaluation will include, but are not limited to:

- Board conduct and practice
- Policy development
- Strategic and business planning
- Financial oversight
- Relationship with the CEO
- Advocacy and public relations

At the start of each term of the Board, the Board shall review and approve an evaluation questionnaire for annual use during its term. The evaluation questionnaire shall be appended to this policy.

An evaluation summary report, exclusive of confidential information, shall be completed by the Chair each year, presented to the Board, and retained on file to facilitate year-by-year comparisons.

Process

Sections A, B and C should be completed individually by the entire board (as well the CEO) and then compiled, shared, and discussed to determine an average group answers to all questions and an overall section rating. A summary report shall be completed and retained on file to facilitate year-by-year comparisons.

Section D should be answered by each board member and not shared with the group.

Section E, which provides feedback to the Chair should be answered by each board member and submitted directly to the Chair.

Check the box that best reflects your opinion. The rating scale is as follows:

1. **Strongly Disagree**
2. **Disagree**
3. **Maybe or Not Sure**
4. **Agree**
5. **Strongly Agree**

Section A: How Well Has the Board Done Its Job?

Statement	Rating				
	1	2	3	4	5
Our organization has a three to five-year strategic plan or a set of clear long-range goals and priorities.					
The board's meeting agenda clearly reflects our strategic plan or priorities.					
The board has insured that the organization also has a one-year operational or business plan.					
The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies.					
The board ensures that the organization's accomplishments and challenges are communicated to members and stakeholders.					
The board has ensured that members and stakeholders have received reports on how our organization has used its financial and human resources.					

My overall rating (add together the total of the numbers circled in this Section): _____

Section B: How Well Has the Board Conducted Itself?

Statement	Rating				
	1	2	3	4	5
Board members are aware of what is expected of them.					
The agenda of board meetings is well planned so that we can get through all necessary board business.					
It seems like most board members come to meetings prepared.					
We receive written reports to the board in advance of our meetings.					
All board members participate in important board discussions.					
We do a good job encouraging and dealing with different points of view.					
We all support the decisions we make.					
The board has planned and led the orientation process for new board members.					
The board has a plan for director education and further board development.					
Our board meetings are always interesting.					
Our board meetings are frequently fun.					

My overall rating (add together the total of the numbers circled in this Section): _____

Section C: How Is the Board's Relationship with the CEO?

Statement	Rating				
	1	2	3	4	5
There is a clear understanding of where the board's role ends and the CEO's begins.					
There is good two-way communication between the board and the CEO.					
The board trusts the judgment of the CEO.					
The Board provides direction to the CEO by setting new policies or clarifying existing ones.					
The board has discussed as communicated the kinds of information and level of detail it requires from the CEO on what is happening in the organization.					
The board has developed formal criteria and a process for evaluating the CEO.					
The board, or a committee of the board, has formally evaluated the CEO within the past 12 months.					
The board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.					
The board provides feedback and shows its appreciation to the CEO on a regular basis.					
The board ensures that the CEO is able to take advantage of professional development opportunities.					

My overall rating (add together the total of the numbers circled in this Section): _____

Section D: How Well Is My Performance as a Board Member? (not to be shared)

Statement	Rating				
	1	2	3	4	5
I am aware of what is expected of me as a board member.					
I have a good record of meeting attendance.					
I read the minutes, reports and other materials in advance of our board meetings.					
I am familiar with what is in the organization's by-laws and governing policies.					
I frequently encourage other board members to express their opinions at board meetings.					
I am encouraged by other board members to express my opinions at board meetings.					
I am a good listener at board meetings.					
I follow through on things I have said I would do.					
I maintain the confidentiality of all board decisions.					
When I have a different opinion than the majority, I raise it.					
I support board decisions once they are made even if I do not agree with them.					
I promote the work of our organization in the community whenever I had a chance to do so.					
I stay informed about issues relevant to our mission and bring information to the attention of the board.					

My overall rating (add together the total of the numbers circled in this Section): _____

Section E: How Well Is The Performance of the Board Chair? (to be submitted directly to Chair)

Statement	Rating				
	1	2	3	4	5
The board has discussed the role and responsibilities of the Chair.					
The Chair is well prepared for board meetings.					
The Chair helps the board to stick to the agenda.					
The Chair ensures that every board member has an opportunity to be heard.					
The Chair is skilled at managing different points of view.					
The Chair can be tough on us as a group when we get out-of-line.					
The Chair knows how to be direct with an individual board member when their behavior needs to change.					
The Chair helps the board work well together.					
The Chair demonstrates good listening skills.					
The board supports the Chair.					
The Chair is effective in delegating responsibility amongst board members.					

My overall rating (add together the total of the numbers circled in this Section): _____

Additional comments for the Chair:
