

## Governance Policies and Procedures

<b>Policy Name: Board Evaluation</b>	
<b>Policy Number: G 2.7</b>	<b>Policy Type: Role of the Board</b>
<b>Approval Date: September 18, 2015</b>	<b>Date for Review: 2024; Every 3 Years</b>
<b>Revised: November 2023</b>	

### BOARD EVALUATION

#### INTRODUCTION:

There is a strong correlation between a high performing board and successful performance of an association. A well-functioning Board is a positive influence on the day-to-day operations and helps to reinforce activities going well and focus or initiate future directions. Benefits of conducting a board evaluation include:

- A recognition of the importance of a board role, and the commitment that board volunteers make;
- A regular review of work plans to ensure tasks are completed, and people receive the support they need to carry out their responsibilities;
- Accountability reviews that demonstrate how effective the board, committees and its members are in carrying out the work of the association;
- Opportunities for improvement for the board and its members; and
- Opportunities for recognition that motivate and recruit board members.

There is evidence to suggest that Boards who commit to a regular performance evaluation also find benefits in improved leadership, greater clarity of roles and responsibilities, improved teamwork, greater accountability, better decision making, improved communication and more efficient board operations.

#### PURPOSE:

A regular self-evaluation process to obtain feedback on the collective performance of the board is necessary for effective board function, ongoing development and improvement. By assessing its' own effectiveness, the Board is able to determine whether it's fulfilling its major responsibilities and achieving strategic goals. The evaluation process will identify key areas and potential strategies for Board development and improvement.

#### Timing

The Board will conduct a self-evaluation annually at the mid-point of the year (June).

## **Definitions**

There are no definitions in this policy.

## **Policy Statements**

- The Board should evaluate its own effectiveness annually at the last meeting of the year.
- The Board should assess its performance according to pre-agreed objective criteria, preferably derived from its own governance policies and processes.
- Each board member should consider their contributions to the performance of the Board.
- The outcome of the evaluation process should be used as the basis for board and individual board member development goals, leading to an improvement in board performance.

## **Responsibilities**

It shall be the responsibility of the President to ensure that the procedures specified in this policy are implemented appropriately.

## **PROCEDURES:**

1. The President will introduce the concept of Board Performance being aware that it may be unfamiliar to some board members and/or to the board culture. Therefore, it is important to clearly explain the purpose of the review in the context of the need for good governance practices, continual board improvement, accountability, skills required and the view of taking a strategic approach to performance management.
2. The “Board Member Self-Assessment Checklist” with identified assessment criteria will be electronically distributed and all board members will be asked to complete the confidential evaluation tool.
3. The survey results will be compiled, and a summary of the overall results presented to the board for discussion and action. (Individual comments will remain confidential and will not be disclosed in the results. Rather, general themes from overall comments will be summarized and provided as feedback with the quantitative results).
4. The agreements for action should be summarized in the minutes of the meeting and ongoing monitoring instituted to ensure board development is integrated within allocated timeframes.