



## Board Self-Evaluation Tool

Origin: DG Evans, VST Consultancy, December 2006

Modification Date: May 2010

### Individual Survey Evaluation of Board Performance

#### Reminder ...

Key Duties of a Board of Directors	Key Functions of a Policy Governance Board
<p><u>Purpose</u> To establish and understand the organization's purpose or mission</p> <p><u>Continuity</u> To provide continuity for the management and the implementation of the organization's affairs</p> <p><u>Progress</u> To set the rate of progress that the organization takes in reaching its mission</p> <p><u>Identity</u> To secure community support and appreciation for the organization's goals, vision, mission, and long-term direction</p> <p><u>Integrity</u> To ensure the organization fulfills its legal and ethical obligations</p>	<p><u>Listen</u> To identify the legal and moral "ownership" of the organization and exercise proactive accountability toward them</p> <p><u>Hire</u> To recruit and supervise a Principal to ensure optimal achievement of the purpose and goals of the organization</p> <p><u>Govern</u> To create and review policies, monitor their implementation, and promote its own diversity and ability to learn</p> <p><u>Focus</u> To attend to the mission and the long-term strategic direction of the organization</p>

#### Reminder ...

The Board of Governors will govern with an emphasis on:

1. outward vision rather than internal preoccupation;
2. encouragement of diversity in viewpoints;
3. strategic leadership more than administrative detail;
4. clear distinction of Board and Management roles;
5. future rather than past or present;
6. proactivity rather than reactivity.

**The questionnaire will be completed annually, and the results tabulated and compared year on year to assist in identifying areas of strength and weakness in Board functioning and effectiveness.**

<u>Rating scale</u>		
1 is in full <b>disagreement</b>	3 is <b>neutral</b>	5 is in full <b>agreement</b>

**A. Assessing the success of the system of allocating Board work.**

1. The allocation system has functioned very well over the past year.  
1 2 3 4 5
2. I understood which tasks were allocated to me.  
1 2 3 4 5
3. I understood what I had to do on the tasks assigned to me (either right away or after I started working on them).  
1 2 3 4 5
4. I have made satisfactory progress on my assigned tasks.  
1 2 3 4 5
5. On the assigned tasks that have involved more than one Board member, we were able to work effectively together.  
1 2 3 4 5

**Open question:**

What would improve the individual allocation of work for next year?

<b>1 is in full disagreement</b>	<u>Rating scale</u> <b>3 is neutral</b>	<b>5 is in full agreement</b>
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### **B. Assessing the functioning of the Board as a whole.**

1. The Board meetings have been very effective.  
1 2 3 4 5
2. Support materials have been helpful.  
1 2 3 4 5
3. I am able to participate fully in the decision-making processes of the Board.  
1 2 3 4 5
4. I come to the meeting well prepared.  
1 2 3 4 5
5. Board members are able to disagree with each other in respectful way.  
1 2 3 4 5
6. I understand the roles and responsibilities of the Board.  
1 2 3 4 5
7. The size of the board is adequate and functional.  
1 2 3 4 5
8. My expectations of my role and contribution as a Board member have been met.  
1 2 3 4 5
9. I enjoy serving on the Board.  
1 2 3 4 5
10. The Board has functioned very well in its responsibility to the Owners over the past year.  
1 2 3 4 5
11. The Board has functioned very well in its responsibility to the School community.  
1 2 3 4 5

**Open Questions:**

What aspect/experience as a Board member has been the biggest highlight for you during this past year?

What has been your biggest frustration/disappointment?

Please make suggestions for the improvement of Board functioning, both in the short term and in the long run.

<u>Rating scale</u>		
<b>1 is in full disagreement</b>	<b>3 is neutral</b>	<b>5 is in full agreement</b>

**C. Assessing the performance of the Board against its key functions.**

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1. The Board has kept on track with the tasks set out in the Perpetual Calendar.  
1   2   3   4   5
2. The Board has been effective in monitoring the implementation of policy.  
1   2   3   4   5
3. The Board has been effective in creating policy.  
1   2   3   4   5
4. The Board has been effective in reviewing policy.  
1   2   3   4   5
5. The Board has established and maintained an effective partnership with the Principal.  
1   2   3   4   5
6. The Board has been effective in listening to the Ownership.  
1   2   3   4   5
7. The Board has made an appropriate contribution to the School’s progress.  
1   2   3   4   5
8. The School is on track to achieve the Strategic Plan.  
1   2   3   4   5
9. The Board is on track to complete its mandate over the past year.  
1   2   3   4   5

**Open Question:**

What were major accomplishments and short-comings of the Board during this past year in terms of fulfilling the Mission of the School?

Accomplishments	Short-comings
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<b>1</b> is in full <b>disagreement</b>	<u>Rating scale</u> <b>3</b> is <b>neutral</b>	<b>5</b> is in full <b>agreement</b>
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**D. Assessing the functioning of Board Committees.**

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1. Committee meetings have been very effective.

1   2   3   4   5

2. I wish to remain on the committee with which I am currently serving

1   2   3   4   5

Comments:

**Committee Membership 2011:**

**Audit & Finance**

Heather Clarke - Chair  
Barbara Andrews  
Ray Jones

**Nominations & Governance**

Laura Kavanagh - Chair  
Stephen Farris  
John McLaren

**Vision & Strategy**

John McLaren - Chair  
Ted Celiz  
Jeanette Muzio  
John Pentland

**Principal's Appraisal**

Jeanette Muzio - Chair  
Ross Lockhart  
Laura Kavanagh

**Native Ministries Consortium**

Heather Clarke  
Ray Jones

**St. Andrew's Hall Board of Management**

Ross Lockhart  
Wendy Fletcher

**VST / St. Andrew's Hall Joint Working Group**

Wendy Fletcher  
Ross Lockhart