



Procedure Name	<b>Board Evaluation</b>		
Policy #	503	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

## PROCEDURES

### ANNUAL BOARD EVALUATION

1. The Board Chairperson will lead the selection and/or development and implementation of annual board evaluation tools and processes; the President and CEO, designate, or an external consultant may be asked to provide research and support in gathering evaluation tools, processes and best practices. The tools and processes used may vary but they must be comprehensive in nature, reflecting the responsibilities of the Board as stated in the Board Charter.
2. The Executive Assistant will email the approved Board Evaluation tools (Board as a whole, Individual member self-assessments, Chairperson, Vice-Chair and Committee evaluations (if applicable) to the Governors in April/May for completion.
3. Individual responses will be held in confidence; only aggregate results will be shared collectively in report format created by the Chairperson or designate and shared with the Board at the June meeting.
4. The Board will consider the consolidated assessment results and will identify board specific strengths and areas for growth. From the evaluations, the Board will also determine focus for future growth and key areas to be included in the Board Governance Development Plan.

### INDIVIDUAL BOARD MEMBER SELF-ASSESSMENT

1. Individual Board member self-assessments will inform individual professional development plans, and may be used to inform the Board Experience Matrix (Board Succession Planning and Recruitment Policy). The individual self-assessments will be held in confidence by the Executive Assistant and shared with the Board Chairperson.
2. Board Chairperson shall meet with each member individually to review their assessments and discuss opportunities for growth and development.
3. Board Chairperson shall discuss their self-assessments with each other to identify opportunities for growth and development.

## **INFORMAL BOARD MEETING EVALUATIONS**

Informal evaluation of Board meetings shall be done quarterly, and results reviewed at the next meeting. The Executive Assistant will administer this process via an agreed upon survey instrument.

## **OTHER**

The Board may decide to conduct an external evaluation at least every five years to bring objectivity to the process.