



GOVERNANCE

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NAME: BOARD EVALUATION

POLICY:

As part of continuous improvement, the Board may utilize an annual evaluation process to examine key areas of its roles and responsibilities

GUIDELINES:

- Annual assessment of the Board may include a simple self-evaluation process. A set of survey questions is attached and can be used for reference. This survey could be administered to Board members by the President (with the assistance of HR, a Board member), or an outside contracted 3rd party. Findings should be reviewed by Board members for the purposes of acknowledging strengths and weaknesses, and engaging in continuous improvement.
- At the discretion of the Board, a more formal 360° assessment could be conducted at 3 to 5 year intervals. A separate survey should be specifically designed for this purpose. Respondent groups could include the CEO, Directors, government officials, and other external stakeholders who have direct contact with the Board.



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The purpose of this evaluation tool is to assist the Board of Directors to:

- Understand and recognize what is working well
- Identify areas for improvement and education
- Discuss and agree on priorities for change which can be addressed in the short – and –long term;
- Agree on an action plan.

It is intended that this evaluation tool will be completed annually by each director of Great Plains College's Board of Directors. The Board Vice Chair will have responsibility to oversee the implementation of this evaluation tool, including discussing a summary of the results and preparation of a final report with recommendations to the Board of Directors.

The questionnaire is structured in two parts:

PART 1 – Director Self-Assessment

PART 2 – Board of Directors Evaluation

Background

Great Plains College does not undertake a formal evaluation process for each director. Rather, it promotes a self-assessment by directors of their own performance

Assessment Criteria for Directors

The following criteria are useful in determining how effective a Director's performance results in:

- Contributing to college leadership and stewardship
- Contributing to achievement of college objectives
- Understanding Great Plains College's mandate, strategic plan and key issues
- Constructive contribution to resolution of issues at meetings
- Communicating expectations and concerns clearly
- Obtaining adequate, relevant and timely information
- Promotion of college's interests externally
- Interpersonal relationship with other directors
- Attendance, confidentiality and preparation for meetings

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Part 1 – Director Self -Assessment

Please rate your performance as a director based on the following:

	Assessment Criteria	Agree	Disagree	Don't know
	Self -Assessment			
1	I have a good understanding of Great Plains College's mandate, strategic plan and key issues.			
2	I understand the difference between governing and managing and avoid intruding on President responsibilities.			
3	My special skills/expertise provide a unique contribution to the board's overall effectiveness.			
4	I have good interpersonal relationships with other directors.			
5	I make a measured and appropriate contribution to board discussions and deliberations.			
6	I respect the confidentiality of business information and our Board's deliberations.			
7	When I have a different option than the majority I raise it and feel comfortable doing so.			
8	I am sensitive to the complex relationship which naturally exists between the board chair and directors and the President/CEO.			
9	I come to meetings well prepared.			
10	I promote the work of the college.			
11	I understand the legal and fiduciary obligation of individual directors and of the board as a whole.			
12	I have sufficient knowledge of the Regional College's Act and Regulations as well as an understanding of the college's			

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	relationship with the Ministry of Advanced Education and other provincial departments.			
	Assessment Criteria	Agree	Disagree	Don't know
	Self –Assessment continued			
13	I have high expectations from myself, my fellow directors and the President/CEO.			
14	I insist that I and other Directors receive information necessary for making decisions.			
15	I ask probing questions focused on policy and strategy rather than tactics, details and operations.			
16	I introduce new thinking and will bring a fresh perspective to problem solving.			
17	I serve as a resource to the board and CEO.			
18	My attendance rate at meetings is satisfactory.			
19	My attitude is positive, supportive and enthusiastic.			
20	My personal values and ethics are congruent with that of the board and the college.			

Additional Comments:

PART 2 - Board of Directors Evaluation

Background

The Board of Directors should undergo an on annual basis, a review of its performance against established criteria for purposes of assessing its effectiveness.

Assessment Criteria

The following criteria assist in determining how effective the Boards' performance is in:

- Leadership
- Stewardship
- Contributing to achievement of college objectives
- Timely resolution of issues at meetings
- Communication of expectations and concerns clearly
- Obtain adequate, relevant and timely information
- Review of approval of strategic and operations plans, objectives and budgets
- Regular monitoring of college results against projections
- Identify, monitor and mitigate significant college risks
- Assess policies
- Direct, monitor and evaluate President and CEO
- Review succession plan
- Effective meetings
- Board approach to governance
- Accountability

	Assessment Criteria	Agree	Disagree	Don't know
	Strategic Planning and Performance			
1	The Board understands the vision, mission and objectives of Great Plains College.			
2	The Board is involved in the strategic planning process, including college goals and objectives and overall operating and financial plans to achieve them.			
3	The Board focuses on strategic issues.			

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4	The Board monitors financial and other indicators throughout the year and takes appropriate action as required.			
	Assessment Criteria	Agree	Disagree	Don't know
	Strategic Planning and Performance continued			
5	The Board assesses strategic risk to College operations and takes appropriate action.			
6	The Board understands the legal requirements and obligations of the Regional Colleges Act and Regulations and all other Acts under which they act as a board; i.e. bylaws, funding agreements, corporate governance and fiduciary responsibility.			
7	The Board understands where the board's role ends and the President/CEO begins.			
8	The Board is satisfied with the communication between the president/CEO and the Board Chair and the Board as a whole.			
9	The Board is satisfied with the evaluation process of the President/CEO.			
10	The Board has evaluated the President/CEO within the past 12 months.			
	The Board is satisfied with the succession planning process and planning for the President/CEO.			
11	The Board is satisfied with the integrity of its financial and management controls and systems.			
12	The Board is made aware of college communications on Board strategic decisions with key stakeholders i.e. Ministers, government, media.			

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Additional Comments:

	Assessment Criteria	Agree	Disagree	Don't know
	Board of Director Operations			
13	The Board has an effective process for maintaining its size and composition to provide appropriate expertise and experience to meet the best interests of Great Plains College.			
14	The Board has adequate process for orientating and educating new Directors.			
15	The board's recruitment process reflects well on the college.			
16	The number and length of Board meetings is appropriate.			
17	The amount of time spent on discussions on strategic and general issues is sufficient.			
18	The Chair conducts meetings in a respectful manner that ensures open communication and meaningful participation by all directors.			
19	The amount of information received in board packages is appropriate for discussion and decision making purposes.			
20	The Board materials are received sufficiently in advance to adequately prepare for meetings.			

Additional Comments:

Submitted by (optional) _____