

**Board Evaluation Template**

**Note:** Board evaluations should be conducted on an annual basis. One person should be appointed to collect all evaluations and tabulate the results, which will be shared in a (in-camera) session during a regularly held board meeting. If there are many areas where board members have indicated a need for improvement, this should be discusses openly and honestly with a plan put in place for improvement.

All surveys will remain anonymous, unless individual board members are willing to share their results. Please answer with a ‘yes’ or ‘no’ to each statement.

1. Board meetings are conducted in a manner which ensures:
2. Open communication \_\_\_\_\_\_\_\_\_\_
3. Meaningful discussion \_\_\_\_\_\_\_\_\_\_
4. Timely resolution of issues \_\_\_\_\_\_\_\_\_\_
5. Independence from management intervening \_\_\_\_\_\_\_\_\_\_
6. Board meetings are appropriate in terms of:
7. Number per year \_\_\_\_\_\_\_\_\_\_
8. Length of presentations \_\_\_\_\_\_\_\_\_\_
9. Time available for discussion \_\_\_\_\_\_\_\_\_\_
10. Content \_\_\_\_\_\_\_\_\_\_
11. Pre-meeting material is appropriate and is:
12. Useful \_\_\_\_\_\_\_\_\_\_
13. Timely \_\_\_\_\_\_\_\_\_\_
14. In an efficient format \_\_\_\_\_\_\_\_\_\_
15. In the right amount of detail \_\_\_\_\_\_\_\_\_\_
16. Board members have adequate opportunity to participate \_\_\_\_\_\_\_\_\_\_
17. Board members with dissenting points of view are given ample opportunity to express their point of view \_\_\_\_\_\_\_\_\_\_
18. Collectively, the Board adequately has relevant skills and experience in the following areas? a.) Relationship with the Community \_\_\_\_\_\_\_\_\_\_

b.) Knowledge of activities specifically related to the mandate \_\_\_\_\_\_\_\_\_\_

c.) Community/Grant Making \_\_\_\_\_\_\_\_\_\_

d.) Financial/Accounting \_\_\_\_\_\_\_\_\_\_

e.) Funds Development \_\_\_\_\_\_\_\_\_\_

f.) General Board Experience \_\_\_\_\_\_\_\_\_\_

g.) Government Relations \_\_\_\_\_\_\_\_\_\_

h.) Human Resources \_\_\_\_\_\_\_\_\_\_

i.) Investments \_\_\_\_\_\_\_\_\_\_

j.) Leadership Role in Corporate Community \_\_\_\_\_\_\_\_\_\_

k.) Legal \_\_\_\_\_\_\_\_\_\_

l.) Marketing & Communications \_\_\_\_\_\_\_\_\_\_

m.)Public Policy Influencer \_\_\_\_\_\_\_\_\_\_

n.) Strategic Planning \_\_\_\_\_\_\_\_\_\_

o.) Technology \_\_\_\_\_\_\_\_\_\_

7.) The Board is appropriately reflective of the diversity of the community it serves. \_\_\_\_\_\_\_\_\_\_

8.) How adequately does the current Board address the following roles and responsibilities? **Rate this section 1-4 with 1 being not at all and 4 being exceptionally good**.

a.) Examines the society’s objectives and mandate to ensure continuing service. \_\_\_\_\_\_\_\_\_\_

b.) Oversees, approves and monitors the strategic direction, taking opportunities and risks into account. \_\_\_\_\_\_\_\_\_\_

c.) Identifies and assesses the principal business risks. \_\_\_\_\_\_\_\_\_\_

d.) Ensures that systems are in place to manage risks. \_\_\_\_\_\_\_\_\_\_

e.) Oversees the reporting of the organization’s finances and monitors against the approved plan. \_\_\_\_\_\_\_\_\_\_

f.) Oversees and evaluates the CEO performance. \_\_\_\_\_\_\_\_\_\_

g.) Adopts and maintains a process for senior volunteer succession. \_\_\_\_\_\_\_\_\_\_

9.) Generally, is the Board of Directors adequately addressing its overall role and responsibility? **Rate this section 1 to 4 with 1 being not at all and 4 being exceptionally good.**

RELATIONS WITH MANAGEMENT a.) Management is responsive to appropriate advice and counsel from the Board. \_\_\_\_\_\_\_\_\_\_

b.) The Board is kept informed by the Executive Director/CEO on material issues. \_\_\_\_\_\_\_\_\_\_

c.) The quality of management presentations meets Board expectations. \_\_\_\_\_\_\_\_\_\_

d.) Senior management is appropriately accessible to individual Board members. \_\_\_\_\_\_\_\_\_\_

e.) The Board, or one of its committees, oversees the compensation, development and other personnel policies affecting senior management. \_\_\_\_\_\_\_\_\_\_

f.) The allocation of responsibilities between management and the Board is appropriate and well understood. \_\_\_\_\_\_\_\_\_\_

g.) The Board feels free to challenge the CEO where appropriate. \_\_\_\_\_\_\_\_\_\_

h.) The CEO is held accountable to achieve the society’s objectives. \_\_\_\_\_\_\_\_\_\_

i.) Generally, the Board has s good working relationship with management. \_\_\_\_\_\_\_\_\_\_

BOARD GOVERNANCE

1. The Board has an adequate process to evaluate the effectiveness of the Board. \_\_\_\_\_\_\_\_\_\_
2. The Chair is effective in leading the Board and conducting meetings. \_\_\_\_\_\_\_\_\_\_
3. The Board has an adequate opportunity to complete necessary business during in-camera sessions. \_\_\_\_\_\_\_\_\_\_
4. When vacancies occur on the Board, there is an adequate process for the Board to recommend requires skills/experience for new Board Members. \_\_\_\_\_\_\_\_\_\_
5. The monthly compliance reports to the Board of Directors provide adequate information for Directors to meet their legal governance responsibilities. \_\_\_\_\_\_\_\_\_\_

BOARD COMMITEES

1. The Committee(s) clearly understand its/their duties and responsibilities \_\_\_\_\_\_\_\_\_\_
2. Committees develop terms of reference when they are instituted. \_\_\_\_\_\_\_\_\_\_
3. Committee agenda provide the appropriate amount of time to discuss significant issues. \_\_\_\_\_\_\_\_\_\_
4. Committee meetings are appropriate in terms of number. \_\_\_\_\_\_\_\_\_\_
5. Individual Board members have adequate opportunity to participate in Committees. \_\_\_\_\_\_\_\_\_\_
6. The Board’s committee structure is appropriate and functions well. \_\_\_\_\_\_\_\_\_\_
7. Committee discussions are open and candid. \_\_\_\_\_\_\_\_\_\_
8. The balance between work done by Committees and by the Board is appropriate. \_\_\_\_\_\_\_\_\_\_
9. Adequate information and reports are brought to the boards by the committees. \_\_\_\_\_\_\_\_\_\_

*Adapted in part from a survey compiled by the United Way of Toronto.*