

## **Friends of Kootenay Lake Stewardship Society**

**Policy Title:** Board Evaluation

**Policy Number:** A-4 (ver. 1)

### **Policy Statement:**

Board and Director evaluations are carried out in different ways. Individually, Directors conduct self-evaluations, each of her/his own performance. Directors also conduct an evaluation of the Board's performance overall.

### **Director Self-Evaluation**

Self-evaluations are completed and submitted to the Chair of the Board Development Committee (BDC). They are normally carried out between Sept 15 and December 15 and are initiated by a request from the Chair of the BDC.

The criteria for the self-evaluation are provided in the attached table. The results are reviewed by the Board Development Committee and synthesized to support a general discussion with the Board (either through email or at a Board meeting). Specific matters concerning the responses and conduct of individual Directors would normally be discussed only with that individual.

### **Board Evaluation**

Board evaluations are completed by both the Program Manager and a subset of Directors and are submitted to the Chair of the Board Development Committee (BDC). The Directors involved in the Board evaluation are identified in consultation with the Chair of the BDC. All Directors should be asked to participate. These evaluations are normally carried out between Sept 15 and December 15 and are initiated by a request from the Chair of the BDC.

Criteria for Board evaluation are provided in the attached table. The results are reviewed by the Board Development Committee and synthesized to support a discussion with the Board, preferably at a Board meeting.

Original version approved by Board of Directors, date:

This revised version approved by Board of Directors, date:

## Criteria for Director Self-Evaluation

Name of Director:

Date of Evaluation:

<b>Reflect on the statements below:</b>	<b>No</b>	<b>Somewhat</b>	<b>Yes</b>	<b>Comments</b>
1. I understand and support FoKL's mission and goals				
2. I am knowledgeable about FoKL programs and activities				
3. I prepare for and participate in Board meetings and committee meetings				
4. If I am unable to attend Board meetings, I review meeting minutes and check in with other Board members				
5. I read and understand FoKL's financial statements				
6. I have a respectful and productive working relationship with other Board members				
7. I have a respectful and productive working relationship with FoKL employees				
8. I take on Board roles and sit on committees.				
9. When I agree to take on a task, I complete it to the best of my abilities.				
10. I volunteer my time to FoKL activities and programs				
11. I act as a good-will ambassador for FoKL				
12. I follow important developments related to FoKL (e.g.. Climate concerns relating to the lake, variables affecting local fish populations, local citizens' concerns about Kootenay Lake)				
13. I find serving on the Board to be a satisfying and rewarding experience				

14. Describe your contributions to the FoKL Board.

15. Describe ways in which you see opportunities to improve your performance on the FoKL Board.

16. Identify any personal growth goals you may have in relation to your position as FoKL Director.

## Board Evaluation by Individual Board Members

Board Members:

Name of Evaluator:

Date of Evaluation:

**Rank the following statements 1-5 (1 - low/poor; 5 - high/excellent)**

<b>GOVERNANCE/ORGANIZATION</b>	
1. The Board operates under a set of policies, procedures, and guidelines with which all members are familiar	1 2 3 4 5
2. The Board is guided by and regularly refers to the strategic plan	1 2 3 4 5
3. The effectiveness of the board is evaluated annually and there are follow-up procedures to remedy deficiencies	1 2 3 4 5
<b>BOARD MEETINGS</b>	
4. The Board meets regularly as determined by the terms of reference	1 2 3 4 5
5. Agendas are provided prior to all board meetings	1 2 3 4 5
6. Minutes are produced in a timely manner (2 weeks) following all Board meetings	1 2 3 4 5
7. There are standing committees of the board that meet regularly and report to the Board	1 2 3 4 5
8. Board meetings are well attended, with near full turnout at each meeting	1 2 3 4 5
9. Board members fully and positively participate in discussions	1 2 3 4 5
10. Each Board meeting includes an opportunity for learning about the organization's activities	1 2 3 4 5
11. Board meetings are long enough to accomplish the agenda but end in a timely manner	1 2 3 4 5
<b>BOARD MEMBERSHIP</b>	
12. Nomination and appointment of Directors follow clearly established procedures using known criteria as stated in FoKL Terms of Reference	1 2 3 4 5
13. Newly elected board members receive adequate orientation to their role and what is expected of them	1 2 3 4 5
14. The board follows its policy that defines term limits for board members	1 2 3 4 5
15. The board size is adequate to effectively govern the organization	1 2 3 4 5
16. The board makeup is diverse with regard to ethnicity, gender, and age diversity	1 2 3 4 5
17. The board has a range of talents, experience, and knowledge to accomplish its role	1 2 3 4 5
18. There is a process for evaluation of Directors	1 2 3 4 5
<b>BOARD ACTIVITY</b>	
19. Each board member has at least one committee assignment, or a specific role on the Board	1 2 3 4 5
20. Committees address issues of substance	1 2 3 4 5
21. Committees report effectively to the Board	1 2 3 4 5
22. The Board reviews its own performance and measures its own effectiveness in governance work	1 2 3 4 5
23. The Board is actively engaged in the board development processes	1 2 3 4 5
24. The Board uses its members' talents and skills effectively	1 2 3 4 5
<b>COMMUNICATION</b>	
25. Communication is strong and clear between the staff and Board and particularly with the Chair of the Board	1 2 3 4 5
26. Staff support before, during, and after-board meetings is effective	1 2 3 4 5
27. Communication is timely and regular between the board and staff	1 2 3 4 5
28. Disagreements among members or with staff are resolved effectively and quickly	1 2 3 4 5
29. The board provides a minimum of an annual formal evaluation to the co-ordinator	1 2 3 4 5
<b>EFFECTIVENESS</b>	
30. FoKL has a positive impact in its communities	1 2 3 4 5
31. FoKL has a positive impact on the ecological health of the lake	1 2 3 4 5

1. Describe ways in which you see opportunities to improve the performance of the FoKL Board.

2. Describe any obstacles or barriers the Board has encountered.