



POLICY NUMBER	GP – 16
ISSUING AUTHORITY	Board of Directors

ISSUE DATE:	December 19, 2012
REVIEW DATE:	October 13, 2017
REVISE DATE:	October 24, 2017

**SUBJECT:** Governance Process  
**BOARD EDUCATION AND SELF EVALUATION**

**POLICY:**

1. The Board recognizes that continual updating of skills and awareness of new issues are vital to a member's contribution to the Board. Therefore, it is expected that:
  - 1.1 New Board members receive an orientation to ensure familiarity with health issues, the organization's structure and issues, and the Board's process of governance.
  - 1.2 Board members have ongoing opportunity for continued training and education to enhance their governance capabilities.
    - 1.2.1 Development includes but is not limited to the following types of Board approved events/activities:
      - ◆ Attendance at Provincial & Regional Orientations
      - ◆ Attendance at Conferences and Forums
      - ◆ Organizing and attending Board Education and Workshop events
      - ◆ Review of relevant literature

Conferences are open for all Board members to express an interest in attending; however, the number of Board members approved to attend may be limited. Where a limited number of attendees is identified and more than that number of Board members express an interest, names will be drawn by lot. Where Board members have already attended once within their current term, those members are ineligible unless there is a vacancy. Where Board members' terms end prior to the event date, those Board members names would not be eligible.
    - 1.2.2 All Board member(s) attending development events provide a written and/or verbal report to share the key messages/individual learning/reinforcement that occurred as a result of attending the event to share knowledge with the Board at the Board meeting following the event.

2. The Board establishes a process to facilitate evaluation of the Board and individual Board members.
  - 2.1 The Board conducts a self-evaluation at least annually:
    - 2.1.1 The Board may request senior management and/or an external party to assist it in making this self-evaluation.
    - 2.1.2 The Board evaluates itself primarily in relation to Governance Process (GP), Board CEO Linkage (BC) policies and Accreditation Canada standards.
    - 2.1.3 The Board discusses and interprets the outcome of the self-evaluation.
    - 2.1.4 The Board formulates a work plan, which will highlight specific goals and objectives for improvement of identified areas.
    - 2.1.5 The Board uses the current 'Annual Board Self-Assessment' questionnaire as a tool.
  - 2.2 The Board evaluates Board performance at its regular monthly Board meetings by:
    - 2.2.1 Completing the attached post-meeting evaluation form. Completed forms are given to the Recording Secretary for compilation. Compiled information is monitored by the Board at its next regular Board meeting.
    - 2.2.2 Board members may provide verbal feedback (Board Performance Evaluation) against Board policy at the 'Option to Move Into In-Camera' item of the main public meeting agenda.



## BOARD OF DIRECTORS

### MONTHLY BOARD MEETING EVALUATION FORM

Governance Process (GP-16) Board Education and Self-Evaluation; Policy Criteria 2.2: *The Board evaluates Board performance at its regular monthly Board meetings by:*

2.2.1 *Completing the attached post-meeting evaluation form. Completed forms are given to the Recording Secretary for compilation.*

*Compiled information is monitored by the Board at its next regular Board meeting.*

*Board members may provide verbal feedback (Board Performance Evaluation) against Board policy at the 'Option to Move Into In-Camera' item of the main public meeting agenda.*

Date of Meeting:

Location:

# of Board Members present:

Rating Scale: On a scale of 1 to 4, with 4 being Excellent and 1 being Poor, please rate this Board meeting based on the following:      4 = Excellent   3 = Good   2 = Fair   1 = Poor	
	Numerical Rating
<b>MEETING AGENDAS/SUBJECT MATTER</b>	
Agendas and pre-reading material presented a clear picture of meeting goals.	
Agenda items appropriate, focused on important matters of concern to the Board.	
Quality of information presented/distributed was appropriate/sufficient for decision-making.	
Agenda items focused on policy and strategy rather than operations.	
25% min. of meeting time covered Quality & Patient Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>QUALITY OF MEETINGS</b>	
Amount of time dedicated to agenda items (presentations of appropriate length, sufficient time for discussion).	
Pace and focus of meeting (presenters on track, discussions on topic).	
<b>ENVIRONMENT/BOARD MEMBER PARTICIPATION</b>	
Level of participation from around the table (all members participated).	
Respect for the speaker – meeting decorum (attentive, no interruptions).	
Tone of Meeting (members involved, interested, additive comments, open and candid discussion)	

<b>Comments:</b>          	
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