

APPENDIX A (POLICY GOV-07 BOARD SELF EVALUATION)



Board Self-Evaluation Questionnaire

A Tool for Improving the Governance Practices
of Non-Profit Organizations

For Period: _____ Date: _____

Questions are to be answered by all Board members. When completed, the results will be compiled, shared and discussed. If you are unsure of a response, indicate “don’t know “ in the comment section.

Remove section D (individual assessment) from this questionnaire and retain it for reflection.

A. Board performance

	Agree Disagree	How could the Board improve?
1. The Board operates with a strategic plan that has measurable goals.	<input type="checkbox"/> <input type="checkbox"/>	
2. The Board operates with a current Vision and Mission Statement.	<input type="checkbox"/> <input type="checkbox"/>	
3. Meeting agendas are well planned and reflect the strategic plan.	<input type="checkbox"/> <input type="checkbox"/>	
4. Individual Board members have good attendance and at all scheduled meetings.	<input type="checkbox"/> <input type="checkbox"/>	
5. Board members participate actively in meeting discussions and are prepared for decision making at monthly meetings.	<input type="checkbox"/> <input type="checkbox"/>	
6. The Standing Committees are effective in moving governance matters forward and keeping the Board informed with regular reports.	<input type="checkbox"/> <input type="checkbox"/>	
7. The Board has a positive relationship with Council and Town staff.	<input type="checkbox"/> <input type="checkbox"/>	
8. Board members are given the opportunity to interact with guest stakeholders (ex. members of the public, Town representatives, and staff) during some meetings.	<input type="checkbox"/> <input type="checkbox"/>	
9. The Town of Gravenhurst receives financial and human resources reports that communicate the accomplishments and challenges of the library.	<input type="checkbox"/> <input type="checkbox"/>	
10. The Board assesses its strengths and composition in advance of recruiting new board members.	<input type="checkbox"/> <input type="checkbox"/>	

11. The Board assumes responsibility for CEO/Chief Librarian recruitment when required.	<input type="checkbox"/> <input type="checkbox"/>	
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Please state below your overall opinion of the Library Board's Performance:

B. Board Relationship with the CEO/Chief Librarian

	Agree	Disagree	How could relationships be improved?
1. There is good communication and trust between the Board and the CEO/Chief Librarian.	<input type="checkbox"/>	<input type="checkbox"/>	
2. There is a clear understanding of the role of the CEO/Chief Librarian.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The CEO/Chief Librarian receives direction from the board through regular policy review and revision.	<input type="checkbox"/>	<input type="checkbox"/>	
4. The CEO/Chief Librarian provides to the Board a comprehensive report in advance of monthly meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
5. The Board evaluates the CEO/Chief Librarian yearly, using a formal performance review process that focuses on strategic goals, priorities and adherence to policies.	<input type="checkbox"/>	<input type="checkbox"/>	
6. The Board supports goal achievement of the CEO/Chief Librarian by conducting informal semiannual reviews.	<input type="checkbox"/>	<input type="checkbox"/>	
7. The Board encourages the CEO/Chief Librarian to take advantage of professional development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	

Please state below your overall opinion of the Board's relationship with the CEO/Chief Librarian:

C. Board Chair Performance

	Agree Disagree	How could the Chair improve?
1. The Board Chair is well prepared for board meetings and keeps the meeting focused on the agenda efficiently.	<input type="checkbox"/> <input type="checkbox"/>	
2. The Board Chair supports the CEO/Chief Librarian.	<input type="checkbox"/> <input type="checkbox"/>	
3. The Board Chair is supported by the Board.	<input type="checkbox"/> <input type="checkbox"/>	
4. The Board Chair encourages Board members to engage in discussions.	<input type="checkbox"/> <input type="checkbox"/>	
5. The Board Chair facilitates Board discussions effectively by managing different points of view.	<input type="checkbox"/> <input type="checkbox"/>	
6. The Board Chair effectively manages negative behaviour.	<input type="checkbox"/> <input type="checkbox"/>	
7. The Board Chair helps the Board to work well together by demonstrating good listening skills.	<input type="checkbox"/> <input type="checkbox"/>	
8. The Board Chair identifies tasks that need to be done.	<input type="checkbox"/> <input type="checkbox"/>	
9. The Board Chair delegates responsibilities to Board members evenly.	<input type="checkbox"/> <input type="checkbox"/>	
10. The Board Chair encourages Board members to visit OLS website , Governance Hub, OLA Conference Boot Camp and Board Assembly meetings.	<input type="checkbox"/> <input type="checkbox"/>	

Please state below your overall opinion of the performance of the Board Chair:

D. Individual Board Member Self Evaluation

	Agree Disagree	How could I improve?
1. I rarely miss a scheduled board meeting.	<input type="checkbox"/> <input type="checkbox"/>	
2. I am prepared for all meetings by reading all documents and reports prior to voting on issues.	<input type="checkbox"/> <input type="checkbox"/>	
3. I have reviewed all governing policies and have a clear understanding of my role, the roles of the standing committees and the role of the CEO/Chief Librarian.	<input type="checkbox"/> <input type="checkbox"/>	
4. I regularly access online information provided by the Ontario Library Service to keep current in Governance issues.	<input type="checkbox"/> <input type="checkbox"/>	
5. I understand the requirements of the Public Libraries Act and the accompanying Regulation.	<input type="checkbox"/> <input type="checkbox"/>	
6. I am familiar with the Gravenhurst Public Library's Strategic Plan, Vision and Mission Statement.	<input type="checkbox"/> <input type="checkbox"/>	
7. I understand the Gravenhurst Public Library's financial issues and implications.	<input type="checkbox"/> <input type="checkbox"/>	
8. I respect and support all Board decisions even if I do not agree with the decisions.	<input type="checkbox"/> <input type="checkbox"/>	
9. I can provide discussion feedback in a constructive manner and freely offer my opinions during any deliberations.	<input type="checkbox"/> <input type="checkbox"/>	
10. I maintain the confidentiality of all Board decisions and in camera	<input type="checkbox"/> <input type="checkbox"/>	

sessions.		
11. I understand that I have an obligation to act in the best interest of GPL at all times.	<input type="checkbox"/> <input type="checkbox"/>	
12. I promote the work of our Board and Library in the community by being aware of the programs and services and attending library events.	<input type="checkbox"/> <input type="checkbox"/>	

Please summarize below how effective you are as a Library Board member: