POLICY TITLE	MONITORING BOARD PERFORMANCE
POLICY HOLDER	BOARD OF GOVERNORS
ORIGINAL DATE	NOVEMBER 25, 2006
REVIEW DATE	FEBRUARY 5, 2016
REVISED DATE	FEBRUARY 5, 2016
NEXT REVIEW	FEBRUARY 2019

Policy Statement

The Board has a responsibility to hold itself accountable for the overall performance of its responsibilities and to evaluate its effectiveness.

In a positive, constructive environment Board members will provide information to the Board Chair for the purpose of identifying actions to improve individual Board member performance and to improve the performance of the Board.

The evaluation of individual Board members will be done on an annual basis, usually prior to the April Board meeting, in a self-evaluation format that will be developed and modified from time to time.

The second aspect of the evaluation is to monitor the performance of the Board. This part of the evaluation will be coordinated and facilitated by the Governance Committee and carried out on an annual basis. The evaluation is based on the responsibilities as outlined in the various sections of the Yukon College Board Handbook and in the format attached to this policy.

Procedures

1. The attached Board evaluation instrument will be administered electronically at the April Board of Governors meeting.

2. The Committee Chair will review results and present an analysis to the Governance Committee prior to the May or June Board meeting.

3. Results will be reviewed and discussed at the May or June Board of Governors meeting.

Scope and Limitations of President

Not applicable.

Addendum 1: Instrument for Board Evaluation

BOARD EVALUATION 20XX

SECTION 1 – BOARD MEMBER SELF EVALUATION

Check the response that is closest to your own view. Add any comments that you wish to clarify your answer.

1. **I would like to receive training on issues relevant to my role as a Member of Yukon College Board of Governors.**
   □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

   Comments:
   _____
   _____

2. **Rate your personal performance as a Board Member (check the appropriate response).**

   a. **Attendance at Board meetings**
      □ Excellent □ Good □ Fair □ Rarely Attend

   b. **Preparation for Board/Committee meetings**
      □ Well Prepared □ Somewhat Prepared □ Not Prepared prior to Meeting

   c. **Participation at Board meetings**
      □ Offer many suggestions □ Comment when needed □ Rarely Speak

   d. **Utilization as a Board member**
      □ Over-utilized □ Utilized appropriately given time □ Underutilized

   Comments:
   _____
   _____

3. **I feel that the material that is prepared for and provided to Board/Committee members prior to meetings is sufficient to help me understand the issues.**
   □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

   Comments:

   _____

   _____

4. **I receive materials for meetings in a timely fashion so that I can prepare for meetings.**
   □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

   Comments:

   _____

   _____

5. **I am comfortable with the way I receive information.**
   □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

   Comments:

   _____

   _____

6. **I have a good understanding of Yukon College's Strategic Plan.**
   □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

   Comments:

   _____

   _____

7. **I have a good understanding of the financing of Yukon College.**
   □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

   Comments:

   _____

   _____

8. **I understand the difference between managing and governing and do not encroach on management's area of responsibility.**
   □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

   Comments:

   _____

   _____

9. **I have a good understanding of current Board policies.**
   □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

   Comments:

   _____

   _____

10. **I have a good understanding of the regulatory, legislative, business, social and political environments within which Yukon College operates.**
    □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

    Comments:

    _____

    _____

11. **I am satisfied with my role and contribution on the Board.**
    □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

    Comments:

    _____

    _____

12. **I am satisfied with my role and contribution on Board Committees (for those who are members of a committee/s including Committee of the Whole).**
    □ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

    Comments:

    _____

    _____

13. **I feel that I have enough opportunity to express my views about Yukon College activities.**
□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

Comments:
_____
_____

14. **I feel that my knowledge and experience is being used effectively on this Board.**
□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree

Comments:
_____
_____

SECTION 2 – EVALUATION OF THE BOARD AS A WHOLE

In this section, please indicate how you feel about the performance of the Board and its Committees **as a whole**. Check the response that is closest to your own views. Add any comments that you wish to clarify your answer.

1. **Our Board has performed effectively.**
□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:
_____
_____

2. **The current format of Committee meetings (Finance and Audit Committee, Committee of the Whole and ad hoc committees) allows sufficient time for the Committees to meet and conclude their business in a satisfactory manner.**
□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

3. The current format of Board meetings allows sufficient time for the Board to conduct its business in an effective manner.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

4. There is enough time at meetings in their present format for Board members to socialize and get to know each other.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

5. The Board should occasionally meet in other locations.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

6. The Board makes quality and effective decisions.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

7. The Board has a good working relationship with the President and Executive Team.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

8. The Board is clear about the Board's Strategic Plan and uses it to guide its operation.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

9. The Board discusses the right subjects at its meetings.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

10. The discussion at Board meetings is kept at an appropriate level and does not get into too much detail.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

11. The Board follows the agenda and the agenda items are organized in a logical manner.

□ Strongly agree □ Agree □ Undecided □ Disagree □ Strongly Disagree
□ Unable to Assess

Comments:

_____

_____

SECTION 3 – EVALUATING BOARD OBJECTIVES

How well do you think the Board has accomplished these stated functions: (Check the response that fits your views. You may also provide a comment).

a) ensuring Yukon College is a viable, responsible and relevant organization able to achieve its legal mandate
□ very well □ well □ somewhat
□ very poorly (not at all) □ undecided □ unable to assess

b) evaluating Yukon College's President
□ very well □ well □ somewhat
□ very poorly (not at all) □ undecided □ unable to assess

c) providing effective financial policies and control to sustain Yukon College's strategic direction
□ very well □ well □ somewhat
□ very poorly (not at all) □ undecided □ unable to assess

d) evaluating progress in achieving strategic directions
□ very well □ well □ somewhat
□ very poorly (not at all) □ undecided □ unable to assess

e) providing an appropriate risk management policy to guide the college
□ very well □ well □ somewhat
□ very poorly (not at all) □ undecided □ unable to assess

f) monitoring the performance of all aspects of the College – programs, services, finances, and legal requirements.
□ very well □ well □ somewhat
□ very poorly (not at all) □ undecided □ unable to assess

If you have any other comments please add them here. Thank you.

Comments:
_____
_____
_____

SECTION 4 – MISCELLANEOUS

1. **Is there a particular aspect of the Board or a Committee that has not been addressed in this questionnaire that you would like to comment on?**
_____
_____
_____
_____
_____
_____

2. **Please provide some feedback on the performance of the Chair.**
_____
_____
_____
_____
_____
_____

3. **Please elaborate on your responses in Sections 1 to 3 by providing feedback on ways in which meetings (Board and/or Committee) could be made more effective.**

_____
_____
_____
_____
_____
_____

4. **Do you feel you have gained enough knowledge to make informed decisions including a proper orientation for new Board members?**

_____
_____
_____
_____
_____
_____

5. **Do you feel that you would benefit from further confidential discussion with the President or Board Chair regarding any of the above?**

   a. Yes ☐
   b. No ☐