


MANUAL: BOARD POLICY MANUAL	INDEX I.D.: B.4
SECTION B: BOARD SELECTION/ MEMBERSHIP	PAGE NO. 1 OF 2
TITLE: ANNUAL SELF-ASSESSMENT POLICY	ORIGINAL:
APPROVAL:  EXECUTIVE DIRECTOR	REVIEWED: February 2017

B.4.1. Policy Statement

Conducting a self-assessment annually provides the Board with a mechanism to regularly evaluate its performance, effectiveness, and to continuously improve the quality of Board stewardship and oversight.

An example would be the performance against a Board workplan, and responding to assessment results promptly with an improvement plan.

B.4.2. Purpose

This policy outlines the process for the Board to assess its own performance each year.

B.4.3. Scope

This policy applies to all members of the Board as participants in the self-assessment, and to the Governance Committee as administrators of the self-assessment.

B.4.4. Procedure

1. During the first quarter of each fiscal year, the Governance Committee will review and revise the assessment tool that would be used by the Board for self-evaluation.
2. The assessment should evaluate the degree to which the Board has fulfilled its responsibilities relative to key areas such as, strategic planning, risk management, financial stewardship, etc. The evaluation should also assess how the Board`s structure, size, and committee structure aligns with its roles and responsibilities, and key areas of decision-making.
3. The Governance Committee will distribute the assessment forms to Board members during a regular board meeting in the second quarter of the fiscal year. The Board may complete the assessments during a scheduled meeting, or be required to return the completed assessments to the Governance Committee at the next scheduled Board meeting.

4. The assessment is to be completed by July. The results of the assessment will be discussed at the Board of Directors orientation.
5. A summary of the assessment forms will be compiled by the Governance Committee, and will be presented and discussed at an upcoming Board meeting. The results will be used to identify the Board's strengths, and to also identify areas of improvement.
6. The Governance Committee will develop an improvement plan by the third fiscal quarter of the year that addresses areas of weakness identified by the Board.

B.4.5. Related policies

From the Board Policy Manual:

C.6 Meeting Evaluation Policy