


MANUAL: BOARD POLICY MANUAL	INDEX I.D.: B.6
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TITLE: BOARD MEMBER EVALUATION	ORIGINAL: MARCH 9, 2017
APPROVAL:  BOARD CHAIR	

B.6.1. Policy Statement

The Lumacare Board of Directors recognizes the importance of feedback to support individual and collective success.

As such, the governing body is committed to reviewing the contributions of individual Board Members, and providing them with valuable feedback for their own development.

B.6.2. Purpose

The purpose of this policy is to detail the evaluation process for Board Members.

B.6.3. Scope

This policy applies to all Board Members.

B.6.4. Procedure

There are three primary vehicles through which Board Members receive feedback related to their individual performance and contributions:

1. A review of their contribution in relation to the expectations of a Board Member, completed at the conclusion of their first year as a Board Member (see Appendix I: Year One Contribution Review).
2. The completion of a 360-degree feedback process, wherein each Board Member receives feedback on their individual performance as it relates to building and inspiring trust amongst their peers. This is referred to as the Trust Quotient™, through Franklin Covey.
3. Constructive or corrective feedback related to any deficits in individual performance or contribution, offered confidentially and as needed from the Board Chair to any Board Member who is not fulfilling the expectations of a Board Member.

B.6.4.1. Year One Contribution Review:

A Board Term at Lumacare is three (3) years. A Board Member can sit for a maximum of three (3) consecutive terms.

At the conclusion of a Board Member's first year of their first term, each new Board Member will meet with a member of the Executive Committee (Board Chair, Vice Chair, Treasurer) to receive feedback related to their individual performance and contribution on the Board, using the Year One Contribution Review form (Appendix I). The member of the Executive Committee with the greatest depth of exposure to the individual Board Member will deliver the review. The Board Chair will conduct the review of the contribution of the Vice Chair and the Treasurer. The Vice Chair will conduct the review of the Board Chair's contribution.

In this review, a Board Member's individual performance is evaluated against the criteria established in the Ideal Director Behaviour list, articulated in the Board of Director's Code of Conduct policy (A.1).

This process ensures that, as a Board Member concludes their first year on the Board, they are provided with valuable feedback related to their individual contribution that can help them learn, develop and grow in their development as a Board Member.

B.6.4.2. Trust Quotient™ 360-Degree Feedback

Board Members are required to govern as a collective unit. Lumacare recognizes that the ability to trust one another's character and competence is a critical foundation to the Board's ability to operate effectively. Lumacare leverages the Franklin Covey Leading at the Speed of Trust program to support the Board's ability to individually and collectively build the competency of trust.

Each Board Member participates in a confidential survey, wherein they provide feedback to one another specific to the ability to build trust. Each Board Member is provided with a comprehensive report, referred to as the Trust Quotient (tQ™). This feedback enables Board Members to develop an independent Trust Action Plan, to better support their ability to strengthen their relationship of trust with other Board Members.

B.6.5. Constructive or Corrective Feedback

Board Members are expected to contribute actively, to execute on their commitments, and act in compliance with all Board Policies. In circumstances where a Board Member's individual performance or conduct does not adequately meet the expectations of the Board, the Board Chair will meet with the individual privately, to provide feedback, clarify expectations and arrive at a resolution.

B.6.6. Related Policies

A.1. Code of Conduct

B.6.7. References

Leading at the Speed of Trust, Franklin Covey Co. and CoveyLink.

Appendix

Appendix I Year One Contribution Review

Appendix I: Year One Contribution Review

Board of Directors	
Year One Contribution Review	
Board Member Name	
Conducted By	
Date of Evaluation	
Final Performance Rating	UN <input type="checkbox"/> NI <input type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> EX <input type="checkbox"/>

Rating Scale:

- UN = Unacceptable
- NI = Needs Improvement
- ME = Meets Expectations
- EE = Exceeds Expectations
- EX = Exceptional

Signatures	
Board Executive Member: _____	Date: _____
Board Member: _____	Date: _____

PARTICIPATION

The Board Member regularly attends and participates in Board Meetings and Sub-Committee Members. This includes attending meetings on time and prepared.

RATINGUN NI ME EE EX

Comments:

THINKING SKILLS

- Think conceptually and envision the future direction of the Agency.
- Identify values that underlie events rather than just events themselves.
- See the “big picture” and put small considerations into the larger perspective.
- Discuss long-term issues and forego comfort of shorter term concreteness.
- Welcome information and advice.
- Consider alternative courses and options.
- Learn about policy governance, Board processes, and organizational administration.
- Engage in thoughtful discussion and questioning.

RATINGUN NI ME EE EX

Comments:

INDIVIDUAL BEHAVIOUR

- Abide by standard social graces and respect the opinion of others.
- Evaluate their personal performance and that of the Board.
- Stand up for personal convictions.
- Recognize that time and energy are limited, and that over-commitment may prove self-defeating.
- Share information, concerns, and perceived problems openly.
- Express opinions and feelings honestly, even if they differ from those of other Board Members.

RATINGUN NI ME EE EX

Comments:

TEAM PLAYER

- Understand they are working as part of a group process.
- Accept and support majority decisions.
- Respect other's right to disagree and listen to other points of view with respect.
- Engage in effective dialogue without being awed by other Board Members, executive staff, or business, labour or other professionals.
- Support other Board Members, staff or volunteers, and defend them if unjustly criticized or attacked.
- Maintain loyalty to Lumacare and its Clients.

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Comments: