


MANUAL: BOARD POLICY MANUAL	INDEX I.D.: C.6
SECTION C: MEETING MANAGEMENT	PAGE NO. 1 OF 3
TITLE: MEETING EVALUATION POLICY	ORIGINAL:
APPROVAL:  EXECUTIVE DIRECTOR	AMENDED: February 6, 2017

C.6.1. Policy Statement

This policy outlines the process for Board members to evaluate Lumacare’s Board meetings, in order to foster continuous improvement of the Board’s governance capacity.

C.6.2. Purpose

Good governance is fostered and sustained when a Board routinely assesses its performance. Evaluating each board meeting provides a mechanism for Board members to regularly evaluate the quality of meetings, and reinforces each Director’s commitment to self-evaluation, and to the evaluation of the Board.

C.6.3. Scope

This policy applies to all meetings held by the Directors of Lumacare when they are in attendance of regular Board meetings.

C.6.4. Procedure

1. The Governance Committee is responsible for developing/updating a Board Meeting Evaluation Form.
2. The Governance Committee must ensure that the form includes questions that evaluate the performance of the Board Chair during meetings, and assesses the meeting’s timeliness and appropriateness of agenda items.
3. At the beginning of each Board meeting, members of the Board are provided with a Board Meeting Evaluation Form (See Appendix I).
4. Five minutes is allotted at the end of the meeting for Board members to complete the form.
5. The completed forms are reviewed by the Governance Committee each quarter. When deemed necessary for good governance, the Governance Committee would

make recommendations for changes to the meeting format in the areas that were identified as requiring improvement on the form.

C.6.6. Related Policies

From the Board Policy Manual:

B.4 Annual Self-Assessment Policy

B.6 Evaluation Policy

Appendix I – Board Meeting Evaluation Form

DATE AND TIME OF MEETING:

LOCATION OF MEETING:

Meeting Evaluation		
Question	Agree	Disagree
1. Today's meeting started on time.		
2. The agenda was clear and realistic for the allotted meeting time.		
3. The objectives for today's meeting were clear.		
4. Agenda topics were appropriate (i.e., reflected Terms of Reference).		
5. Adequate background information was provided for each agenda item.		
6. The time spent on each item was appropriate.		
7. Board members participated in discussions equally - no person or persons dominated.		
8. Members were encouraged to discuss and share opinions openly.		
9. Disagreements were handled openly, honestly and directly.		
10. The Chair kept discussions on track.		
11. The Chair was prepared for the meeting.		
12. Meeting participants were prepared for the meeting.		
13. Follow-up action item responsibilities were clear to all meeting participants.		
14. Today's meeting finished on time.		
15. Overall we accomplished a lot at this meeting.		

COMMENTS:

