



Board of Governors

Annual Evaluation Form for 2020 – 2021

1.0 Introduction

The Board Evaluation Process is designed to provide Governors with an opportunity each year to examine how the Board is operating, and to make suggestions for improvement. It will also provide valuable information to the Board's Nominating Committee for renewal and nomination purposes.

The process is designed primarily to provide constructive input for the improvement of the Board "as a whole or as a unit". The process provides each Governor with an opportunity to self-assess his/her performance and to comment on the performance of the Board, its Chair, and its support system.

2.0 Process

In June of each year, the Chair of the Board asks each Governor to complete the attached questionnaire and return it to the University Governance Secretary. The President is also asked to complete a form based upon the input of Senior Management team.

The input of the Governors is summarized on a confidential basis by the University Governance Secretary. The "raw" results are shared with the Chair of the Human Resources and Governance Committee (HRGC) who will then (a) have a private meeting with the Board Chair to review the results of the evaluation, including the results relating to the evaluation of the Chair's performance, and (b) schedule a meeting of the HRGC to review the results of the evaluation. Following a discussion of the results, the HRGC will summarize the key performance strengths and weaknesses identified in the evaluation and make any recommendations it considers appropriate for changes in Board policy/practice. This analysis will be shared with the Board in the form of an Evaluation Report prepared by the Chair of the HRGC.

Time will be set aside at the September meeting of the Board for a full and comprehensive discussion of Board effectiveness. Immediately following this discussion, the Board will engage in a goal-setting exercise for its performance and effectiveness over the coming year.

3.0 Questionnaire

Instructions: Indicate your agreement with the statement by circling the number:

1	If you STRONGLY DISAGREE with the statement
2	If you DISAGREE with the statement
3	If you SOMEWHAT DISAGREE with the statement
4	If you SOMEWHAT AGREE with the statement
5	If you AGREE with the statement
6	If you STRONGLY AGREE with the statement
DK	Circle "DK" (Don't Know) if you cannot comment on a statement.

1. THE BOARD AS A WHOLE

Q#	Question/Statement	Choose the rating level that best represents your opinion on the statement
1.1	The Board has the right mix of experience and skills to guide the Mount toward achieving its strategic goals.	1 2 3 4 5 6 DK
1.2	I am satisfied with the Board's level of contribution to, and process for approving, the Strategic Plan.	1 2 3 4 5 6 DK
1.3	The Board receives accurate, clear progress reports on the achievement of goals set out in the Strategic Plan.	1 2 3 4 5 6 DK
1.4	The Board of Governors is fulfilling its role with regards to strategic leadership.	1 2 3 4 5 6 DK
1.5	The Board of Governors is fulfilling its role with regards to accountability.	1 2 3 4 5 6 DK
1.6	The Board strives to ensure a diverse membership.	1 2 3 4 5 6 DK
1.7	The Board supports a culture that promotes candid discussion and responsible decision-making.	1 2 3 4 5 6 DK
1.8	Board discussions are open, frank and comprehensive; the expression of different perspectives is encouraged.	1 2 3 4 5 6 DK
1.9	Differences of opinion among Board members are dealt with openly, respectfully and effectively; debate is constructive.	1 2 3 4 5 6 DK
1.10	The Board of Governors ensures debate and diversity of viewpoints are expressed and considered before decisions are made.	1 2 3 4 5 6 DK
1.11	The Board has approved policies to enable the University to manage and reduce risks to a tolerable level (e.g. environmental health and safety policies, insurance policies).	1 2 3 4 5 6 DK
1.12	The Board uses its committees effectively to deal with business and issues that arise.	1 2 3 4 5 6 DK

Q#	Question/Statement	Choose the rating level that best represents your opinion on the statement
1.13	The Board questions and debates recommendations from its committees and from management when it believes that it is necessary.	1 2 3 4 5 6 DK
1.14	The committees provide the Board with enough information so the Board can discharge its responsibilities.	1 2 3 4 5 6 DK
1.15	The Board bylaws are reviewed from time to time.	1 2 3 4 5 6 DK
1.16	The Board manages its time well – meetings start on time, are efficiently run and productive.	1 2 3 4 5 6 DK
1.17	The Board has documented processes in place for selecting, monitoring, evaluating and compensating the President and follows these processes in practice.	1 2 3 4 5 6 DK
1.18	The Board of Governors effectively supports, guides and counsels the President of the University.	1 2 3 4 5 6 DK
1.19	The Board gives the President enough authority and responsibility to lead and manage the organization successfully.	1 2 3 4 5 6 DK
1.20	The process the Board uses to evaluate the President’s performance is adequate.	1 2 3 4 5 6 DK

Comments regarding Section 1. The Board as a Whole:

Write your comments, if any, below. We encourage you to make comments, in particular in response to those questions where you give a rating between 1 and 4.

2. COMMITTEES OF THE BOARD

Q#	Question/Statement	Choose the rating level that best represents your opinion on the statement
2.1	I understand the role that Board committees play in the overall success of the Board of Governors.	1 2 3 4 5 6 DK
2.2	The Committees are appropriate and relevant to the responsibilities of the Board.	1 2 3 4 5 6 DK
2.3	Committee Terms of Reference are clearly defined and appropriate.	1 2 3 4 5 6 DK
2.4	Committee delegation of authority from the Board is appropriate, i.e. routine matters are dealt with and approved by the Committee and matters of significance are recommended to the Board for approval.	1 2 3 4 5 6 DK
2.5	Work done at the committee level can be relied up on when considering items brought forward to the Board for review or approval.	1 2 3 4 5 6 DK
2.6	The work of the committees adds value to the governance of the University.	1 2 3 4 5 6 DK
Note	If you are interested in serving on any of the Board committees, please contact the Board Chair so that you can be considered for vacancies as they arise.	

Comments regarding Section 2. Committees of the Board:

Write your comments, if any, below. We encourage you to make comments, in particular in response to those questions where you give a rating between 1 and 4.

3. YOU AS A GOVERNOR:

Q#	Question/Statement	Choose the rating level that best represents your opinion on the statement
3.1	I received an orientation session that adequately prepared me to become a contributing and productive member.	1 2 3 4 5 6 DK
3.2	I understand the University's mission and goals.	1 2 3 4 5 6 DK
3.3	I understand the bicameral governance system and the division of authority and allocation of responsibilities between the Senate the Board of Governors.	1 2 3 4 5 6 DK
3.4	I understand the financial framework of the University.	1 2 3 4 5 6 DK
3.5	I understand the Budget approval process.	1 2 3 4 5 6 DK
3.6	I understand the division of authority and the allocation of responsibilities between the Board and senior administration.	1 2 3 4 5 6 DK
3.7	I understand my role and responsibilities as a Board member.	1 2 3 4 5 6 DK
3.8	My abilities and areas of expertise are being used appropriately and effectively and fit well with the strategic demands facing the University.	1 2 3 4 5 6 DK
3.9	I have an adequate opportunity to participate at Board meetings, freely expressing my thoughts and observations.	1 2 3 4 5 6 DK
3.10	I have adequate opportunities to become acquainted with my fellow Board members.	1 2 3 4 5 6 DK
3.11	I review the meeting material in advance in order to become familiar with the issues and how they relate to the Mount and its goals and objectives.	1 2 3 4 5 6 DK
3.12	I actively and positively participate in meetings.	1 2 3 4 5 6 DK
3.13	If I am unable to attend meetings, I ensure that I am briefed on the information covered.	1 2 3 4 5 6 DK

Q#	Question/Statement	Choose the rating level that best represents your opinion on the statement
3.14	I recognize that the Board must “speak with one voice” on its decisions and have respected that principle.	1 2 3 4 5 6 DK
3.15	I have respected the confidentiality of matters that are deemed to be confidential by the Board.	1 2 3 4 5 6 DK
3.16	I have enough information and motivation to be a good ambassador for the Mount.	1 2 3 4 5 6 DK
3.17	I supported or participated in the University’s fundraising initiatives such as the annual fund, and the capital campaign, to the best of my financial ability to do so.	1 2 3 4 5 6 DK
3.18	I attended at least one Convocation ceremony per year.	1 2 3 4 5 6 DK
3.19	I attended and participated in the annual retreat.	1 2 3 4 5 6 DK
3.20	Overall, my experience as a Board member has been positive.	1 2 3 4 5 6 DK
3.21	I would be willing to be considered for an opportunity to serve as CHAIR of the following committee(s), should a vacancy arise: <input type="checkbox"/> Audit <input type="checkbox"/> Campus Planning <input type="checkbox"/> Development <input type="checkbox"/> Finance <input type="checkbox"/> HRGC <input type="checkbox"/> Investment <input type="checkbox"/> Nominating <input type="checkbox"/> Not at this time	
3.22	I would like to receive information on the possibility of serving as the Vice-Chair of the Board and then Chair of the Board .	Yes____ No____ Possibly____

Comments regarding Section 3. You as a Governor:

Write your comments, if any, below. We encourage you to make comments, in particular in response to those questions where you give a rating between 1 and 4.

4. YOUR SUPPORT SYSTEM

Q#	Question/Statement	Choose the rating level that best represents your opinion on the statement
4.1	Meeting materials are received in sufficient time to adequately prepare for meetings.	1 2 3 4 5 6 DK
4.2	Whenever possible, meeting materials were provided in an environmentally responsible manner.	1 2 3 4 5 6 DK
4.3	Meeting minutes are of an appropriate length and content.	1 2 3 4 5 6 DK
44	The Consent Agenda and Regular Meeting agenda formats were clear and easy to understand	1 2 3 4 5 6 DK
4.5	The use of the Consent Agenda enabled more in-depth discussion and the scheduling of strategic topics.	1 2 3 4 5 6 DK
4.6	Presentations made to the Board are of a high quality.	1 2 3 4 5 6 DK
4.7	The Board Manual provides helpful information about the Board process and the University?	1 2 3 4 5 6 DK
4.8	You have adequate access to senior administrators outside of Board and committee meetings.	1 2 3 4 5 6 DK
4.9	The Board Chair is effective in running the Board's meetings within the allotted time.	1 2 3 4 5 6 DK
4.10	The Board Chair supports reflection, provokes debate, and encourages participation and the expression of diverse views and opinions.	1 2 3 4 5 6 DK
4.11	The Board Chair knows when to end a debate and is able to effectively summarize the key points of the discussion.	1 2 3 4 5 6 DK
4.12	The Board Chair remains neutral and does not impose his/her views on the other Governors.	1 2 3 4 5 6 DK
4.13	The Annual Evaluation is the right length and covers items that should be evaluated.	1 2 3 4 5 6 DK

Comments regarding Section 4. Your Support System

Write your comments, if any, below. We encourage you to make comments, in particular in response to those questions where you give a rating between 1 and 4.

5. IN THE NEXT BOARD YEAR:

5.1 Are there issues facing the University on which you'd like to receive information?

5.2 Are there things that you require as a Board member that are not currently provided?

5.3 What would you like to see done differently over the coming year?

5.4 Did you find the Retreat to be effective? Do you have any suggestions for improving it?

5.5 Would you like to meet privately with the Board Chair to discuss your experience as a Board member?

_____ YES _____ NO

6. SELF-IDENTIFICATION OPPORTUNITY:

6.1 If you wish to self-identify (i.e. member of a specific racialized group, person with a disability, etc), please do so in the box below:

Thank you for taking the time to complete this evaluation. Your feedback is important in ensuring that Mount Saint Vincent University's Board of Governors is the best it can be.

Approved by the HRGC: January 25, 2017
Approved by the Board of Governors: March 2, 2017

1- Strongly Disagree 2- Disagree 3-Somewhat Disagree
4- Somewhat Agree 5-Agree 6-Strongly Agree DK – don't know