



## Northlands College Policy

### Evaluation/Review of Board of Directors Performance

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#### **POLICY STATEMENT**

The Northlands College board believes that board evaluation/review will improve board performance and provide for effective and efficient governance of the college in the interest of accountability, effective decision-making, communication, and board responsibility. We believe that this can best be achieved through a system of formal and informal evaluation.

#### **GUIDELINES**

1. Evaluation is essential for growth and development and to be meaningful should be conducted formally at least every two years and informally, periodically throughout.
2. Evaluation should provide for clear, constructive feedback.
3. The board should evaluate itself as a whole, not as individuals.
4. The evaluation process should be simple and flexible and provide for a composite picture of board strengths, weaknesses and priorities.
6. Board members and the President & CEO should develop the standards against which assessment will take place.

#### **PROCEDURES**

1. Board self-assessment will be a cyclic process consisting of the following steps:
  - Identification of areas for assessment
  - Collection of information
  - Analysis and summary of facts and opinions
  - Board discussion and interpretation
  - Formulation of suggestions for improvement
  - Clarification and finalization of board plans
2. The evaluation process will include periodic assessment of the following areas:

##### **Effectiveness as Policy Makers**

- Review of policy approach, structure and organization
- Relationship to goals and mission

##### **Accountability**

- Government reporting methods
- Informal liaison
- Methods of ensuring accountability to community, partners and students
- Fiscal responsibility



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#### Operational Methods

- Structure; e.g. committees
- Board member orientation
- Board meeting format
- Board/CEO relations
- Board/management relations
- Internal reporting methods
- Intra-board relations

#### Long Term Strategic Planning

3. A two stage formal process will be undertaken whereby the Board will assess:
  - 1) every year, typically in conjunction with the Annual Board Meeting, level of achievement of annual goals; and
  - 2) every 2 years, a more in-depth self assessment of the areas identified in procedure #2.
4. Informal evaluation will be on going and will be periodically incorporated as a standing item in the agenda of regular board meetings. Informal evaluation will include a review of progress towards achievement of goals and objectives as well as board self-assessment of board operations.
5. It is the responsibility of senior management and the Board for collecting the required information for effective board self assessment.
6. Sources of information may include but not limited to:
  - Financial audit
  - Business plan
  - Trimester reports
  - Stakeholder and community feedback through such forums as the program planning consultations, funding agency meetings, Northern Labour Market Committee and its various subcommittees
  - Board self assessment instruments
  - Management feedback in the form of an assessment questionnaire
  - Regular status reports on the implementation of the strategic plan

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| Policy Originated: September 1998 | Approved by: Board of Directors   |
| Last Approved: May 13, 2016       | Signature:  |