

MEMO



Ph: 780.423.5377 • Fx: 780.423.5310
Suite 943, 9925 – 109 Street
Edmonton AB • Canada • T5K 2J8
Web Site: www.searchca.net

To: Executive Committee
From: Sarah Hayward, CEO
Date: January 18, 2008
Re: Board Self-Assessment Policy

This agenda item is brought forward with the recommendation that the Executive Committee recommend approval of the policy and the two attached assessment questionnaires to the Board.

Attached are four draft documents for consideration by the Executive Committee on this agenda item:

1. a SEARCH Canada (SC) Board briefing on the need for and development of a Board policy on self-assessment;
2. the Self-Assessment Policy;
3. a proposed Board self-assessment questionnaire; and
4. a proposed template for evaluation of the efficiency and effectiveness of one SC Board meeting each year.

From discussion with the SC Board Chair, several areas in the questionnaire and process have been highlighted for discussion.

Background:

The approach and information sources used in producing the policy and briefing are described in the briefing. These documents have incorporated, as well, comments from Bob Hinings and Jean Graham. The meeting evaluation template was adapted from one used by the Board of Directors of a national health professional organization. The Board Self-Assessment Questionnaire was produced following review of a dozen such templates used by other Boards or recommended by different governance resources. Included in the review was the SC Self Evaluation Questionnaire used in 2006.

The approach in developing the proposed Self-Assessment Questionnaire was to adapt the 2006 SC questionnaire. There were two main reasons for using this approach:

1. SC Board members were familiar with the 2006 questionnaire, and content-wise, the SC questionnaire was found to be similar in most respects to the other templates; and
2. with a number of modifications, the 2006 questionnaire worked well with the proposed policy and process for Board self evaluation.

Major modifications to the 2006 questionnaire include:

1. Vast reduction in length and density by transferring all explanatory comments/performance indicators to an accompanying reference document.
2. Conversion to a simple grid format for ease of use.