

## Board Self Assessment: Biannual Questionnaire

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### OVERVIEW

In accordance with SEARCH Canada Board policy, the Board undertakes a comprehensive self assessment every two years to ensure the effectiveness of its governance functions. The purpose of this questionnaire is to provide a basis for discussion about the effectiveness of the Board and how well it is meeting its objectives.

Each Board member is asked to complete the following questionnaire and return it as indicated below. All responses are confidential and will remain anonymous.

### ORGANIZATION OF THE BOARD SELF ASSESSMENT QUESTIONNAIRE

The Self Assessment Questionnaire examines the following aspects of the Board's governance functions in four sections:

Section 1 – Role of the Board

Section 2 – Recommendations for Board Development

Section 3 – Major Board Accomplishments

Section 4 – Individual Board Member Performance Review

### GUIDELINES

Should Board Members require further information to aid in undertaking the bi-annual Board Self Assessment exercise, Questionnaire Guidelines have been developed with more detailed instructions as well as a number of performance indicators for consideration in responding to the questionnaire. This reference material is available from the staff on request.

### COMPLETION AND RETURN

The completed Board Review should be sent directly to the following approved third party for analysis and report to the Board in a summarized form.

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**SECTION 1 – ROLE OF THE BOARD**

**INSTRUCTIONS**

Please provide your rating on how well Board actions have aligned with SEARCH Canada core governance policies, by checking the rating – unsatisfactory (UN), satisfactory (SAT), excellent (EXC), “Don’t Know” (DK) – that best reflects your view of current Board functioning. Comments/explanation are encouraged in the spaces provided.

<b>SECTION 1 – ROLE OF THE BOARD</b>				
<b>Responsibility to Member Organizations and Stakeholders</b>	<b>UN</b>	<b>SAT</b>	<b>EXC</b>	<b>DK</b>
<p>1. <u>Accountability to Member Organizations</u></p> <p><i>The actions of the Board and the operations of the organization are congruent with the Unanimous Members Agreement, the Articles of Association and the Memorandum of Association.</i></p>				
<p>2. <u>Responsibility to the Organization’s Stakeholders</u></p> <p><i>The Board provides leadership by involving its stakeholders in direction setting, monitoring and assessing and implementing services.</i></p>				
<p><u>Comment/explanation:</u></p>				
<b>Board Governance Functions</b>	<b>UN</b>	<b>SAT</b>	<b>EXC</b>	<b>DK</b>
<p>3. <u>Direction Setting</u></p> <p><i>The Board follows a systematic process for determining strategic directions for SEARCH Canada and providing input to the organization’s strategic and business plan</i></p>				
<p>4. <u>Governance Policies</u></p> <p><i>The Board develops policies that provide effective parameters and guidelines for the action of the Board and the CEO.</i></p>				
<p>5. <u>Policy Advice and Implementation</u></p> <p><i>The Board ensures that policies, programs and services are responding to achieve the desired outcomes.</i></p>				

<b>Board Governance Functions</b>	<b>UN</b>	<b>SAT</b>	<b>EXC</b>	<b>DK</b>
<p>6. <u>Promoting Strategic Objectives</u>  <i>The Board has been effective in promoting the achievement of the organization's strategic objectives.</i></p>				
<p>7. <u>Monitoring and Assessment</u>  <i>The Board monitors and assesses policies, programs and practices of the organization to achieve its stated mission and meet the needs of key stakeholders within available resources.</i></p>				
<p>8. <u>Fiscal Responsibility</u>  <i>The Board oversees the development of the budget and the financial performance of the organization.</i></p>				
<p>9. <u>Board Development</u>  <i>The Board has taken action to develop and maintain its capacity for governance work.</i></p>				
<u>Comment/explanation:</u>				
<b>Board Operations</b>	<b>UN</b>	<b>SAT</b>	<b>EXC</b>	<b>DK</b>
<p>10. <u>Role of the Chair</u>  <i>The Chair provides exemplary leadership.</i></p>				
<p>11. <u>Role of the Individual Board Member in the Exercise of Board Authority</u>  <i>Individual Board Members carry out the responsibility to exercise Board authority appropriately.</i></p>				
<p>12. <u>Code of Conduct</u>  <i>Board actions are congruent with its code of conduct.</i></p>				
<p>13. <u>Board Meetings and Processes</u>  <i>The Board conducts its meetings and other operations in ways that are appropriate to its governance role.</i></p>				
<p>14. <u>Committees of the Board</u>  <i>The Board's uses committees appropriately to support its governance role.</i></p>				
<p>15. <u>Communications</u>  <i>The Board uses a communications strategy.</i></p>				

<b>Board Operations (cont'd)</b>	<b>UN</b>	<b>SAT</b>	<b>EXC</b>	<b>DK</b>
<p>16. <u>Board Remuneration and Reimbursement Costs</u>  <i>The Board follows its policies on Board remuneration and reimbursement of costs.</i></p>				
<u>Comment/explanation:</u>				
<b>Relationship with CEO</b>	<b>UN</b>	<b>SAT</b>	<b>EXC</b>	<b>DK</b>
<p>17. <u>Delegation of CEO Authority</u>  <i>The Board ensures the compliance with its policies defining an appropriate and effective working relationship with the CEO and direct reports.</i></p>				
<p>18. <u>Role of the CEO</u>  <i>The Board ensures the implementation of its policies defining the areas of responsibility for the CEO.</i></p>				
<p>19. <u>CEO Evaluation, Continuing Education, and Succession</u>  <i>The Board ensures compliance with its policies with respect to CEO performance appraisal, ongoing development and succession planning.</i></p>				
<u>Comment/explanation:</u>				

**SECTION 2 – BOARD MEMBER CONTRIBUTION**

**INSTRUCTIONS**

Were you able to make the contributions you wanted to make?

**Yes**

**No**

Please identify three particular areas of contribution over the past two years.

1.
2.
3.

**SECTION 3 – MAJOR BOARD ACCOMPLISHMENTS**

**INSTRUCTIONS**

Please identify the top three accomplishments of the Board during the 2 year review period.

1.
2.
3.

**SECTION 4 – RECOMMENDATIONS FOR BOARD DEVELOPMENT**

**INSTRUCTIONS**

Please consider your responses in Section 1, and identify the up to three areas of functioning that could benefit from Board education or development.

1.
2.
3.