

## 1.20 - Board Evaluation - Policy

Approved: February 2, 2009  
Revised: May 28, 2019  
Reviewed: April 18, 2023

The Carlton Trail College Board of Directors believes that good governance is best sustained through regular self-assessment. The Carlton Trail College Board is committed to annual evaluation of the Board.

Each evaluation exercise will follow an agreed upon process and the outcome of the evaluation exercise shall include a) a report of the findings, and b) a discussion on the findings by the Board. Each evaluation process shall inform future work plans of the Board and/or the committees. At the end of each evaluation exercise, the Board will review the evaluation process overall.

### Principles

The evaluation process will be designed according to the following principles which are intended to ensure a professional and rational approach to the evaluation:

#### 1. Regular Review

The Board will review its own performance on an annual basis.

#### 2. Mission and Results Focus

When evaluating performance, the Board focuses on the mission of the College and its own high standard for governing.

#### 3. Communication

The Board is committed to open communications with all those involved on an ongoing basis and throughout the evaluation process.

#### 4. Respect and Discretion

Performance reviews shall be conducted with respect and discretion for all individuals involved.

#### 5. Effectiveness

The Board is committed to an evaluation process that is transparent, concise, simple, and clear as to roles, responsibilities, outcomes, and follow-through.

## 1.20 - Board Evaluation - Procedure

Approved: February 2, 2009  
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The Board will organize each evaluation session work plan based on the following steps:

### 1. Confirm Objectives

Establish the objectives for each evaluation and ensure commitment by the full Board to participate.

From time to time, the Board may have objectives that are more pertinent to a particular year or current status of the Board and the College. The Board may have, for example, a number of new Directors, may be experiencing change or challenge, or may be seeking to challenge its development.

### 2. Lead Coordinator/Facilitator

The Governance and Human Resources Committee will coordinate the evaluation. An outside facilitator may be contacted when a more comprehensive evaluation process, such as a 360-degree or peer evaluation, is done.

### 3. Evaluation Criteria

Confirm the criteria, the benchmarks, and performance expectations which are to be measured in each evaluation. Evaluation may include assessing:

a. effective progress in terms of the Board mandate, based on:

- the Board Charter, roles, and responsibilities, and
- the Board annual work plan.

b. any other critical related factors and/or a general assessment as decided by the Board from time to time.

### 4. Evaluation Participants

Those being evaluated will always participate in the evaluation. The President and CEO may be requested to participate as well. Others may be invited by the Board to participate from time to time.

### 5. The Timeline for the Evaluation Process

The timeline of the evaluation process is most effective when scheduled to align with the annual calendar and planning cycle of the organization.

## **6. The Evaluation Methodology and Instruments**

The evaluation methods may vary from time to time. The evaluation may consist of the following, but must include at least one (1) formal evaluation per fiscal year:

- a structured discussion between the Board, in-camera, or including the President and CEO
- a survey of the evaluation participants
- one-to-one interviews of Directors by the Chair or outside facilitator, in person or by telephone
- personal self-evaluation by Directors
- board evaluation at the end of each Board meeting, and
- informal discussions from time to time by the Board.

A Board-approved evaluation questionnaire will be used in any surveying and for any interviews.

## **7. The Reporting and Discussion Process**

A summary evaluation report will be prepared based on input from the discussions, surveys, and/or interviews. The report shall be the basis of a discussion by the Board on the findings and for forward planning. The summary evaluation report shall be filed with the Board Secretary.

## **8. Evaluate the Process**

The Board will evaluate the evaluation process and make any recommendations for future evaluations.