

 <p>THE FLOWER CART GROUP</p>	<p>Policy Section 1: GOVERNANCE</p> <p>Policy #: 1.5.1</p> <p>Policy Title: Board Self-Evaluation Questionnaire</p> <p>Revision: Rev 0</p> <p>Approval: 25/02/2020</p>
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The Flower Cart Group
Board Self-Evaluation Questionnaire

For period from _____ to _____

Name _____
(optional)

This questionnaire is based on a Dalhousie University College of Continuing Education c 2013- Version III and has been modified to reflect the particularities of the governance practices of the Flower Cart Society.

Board Self Evaluation Questionnaire

Sections are to be completed by all Directors. Section F is optional but you are encouraged to provide your thoughts.

Circle the response that best reflects your opinion.

A. How Well Has the Board Done Its Job?

- 1. The Board has a clear understanding of and commitment to the Flower Cart Group’s mission, vision and values. **Yes No Somewhat Unsure**

- 2. The Board adheres to its written policies and by-laws as specified in the written by-laws of the Flower Cart Society. **Yes No Somewhat Unsure**

- 3. The Board operates within the guidelines of the Flower Cart Group Strategic plan. **Yes No Somewhat Unsure**

- 4. The Board possesses the skills, knowledge and experience to fulfill its responsibilities. **Yes No Somewhat Unsure**

- 5. The Board creates and amends policies in a timely manner. **Yes No Somewhat Unsure**

- 6. The Board monitors and provides direction as required with respect to Flower Cart Group financial matters. **Yes No Somewhat Unsure**

- 7. The Board’s regular meeting agenda items reflect the strategic plan and priorities. **Yes No Somewhat Unsure**

- 8. The Board is aware of who its stakeholders are. **Yes No Somewhat Unsure**

Self-Evaluation Questionnaire

B. How well Has the Board Conducted Itself?

- | | |
|---|-----------------------------------|
| 1. The Board as a whole understands its role and responsibilities. | Yes No Somewhat Unsure |
| 2. The agenda of Board meetings are well planned and all necessary business is completed in the allotted time. | Yes No Somewhat Unsure |
| 3. Directors receive agendas, reports, minutes and other pertinent documents in a timely manner prior to meetings. | Yes No Somewhat Unsure |
| 4. Directors are well prepared for meetings. | Yes No Somewhat Unsure |
| 5. Directors are provided the opportunity to participate in matters of discussion during meetings and committee work. | Yes No Somewhat Unsure |
| 6. Directors support Board decisions once made. | Yes No Somewhat Unsure |
| 7. The Board is active in the search for new Directors. | Yes No Somewhat Unsure |
| 8. The Board assesses its composition and strengths when recruiting new Directors. | Yes No Somewhat Unsure |
| 9. The Board provides orientation and on-going Board development opportunities for Directors. | Yes No Somewhat Unsure |
| 10. Board meetings are interesting, informative and cordial. | Yes No Somewhat
Unsure |

Board Self-Evaluation Questionnaire

C. The Board's Relationship with Executive Director

- | | |
|---|-------------------------------|
| 1. The Board and Executive Director have a clear understanding of their respective responsibilities and accountabilities. | Yes No Somewhat Unsure |
| 2. The Board and Executive Director maintain an open, effective and on-going dialogue. | Yes No Somewhat Unsure |
| 3. The Board has a high level of confidence in the judgment of the Executive Director. | Yes No Somewhat Unsure |
| 4. The Board provides direction and assistance to the Executive Director by developing new policies, and/or clarifying existing ones. | Yes No Somewhat Unsure |
| 5. The Board has developed a sound and coherent process for the annual performance appraisal of the Executive Director. | Yes No Somewhat Unsure |
| 6. The Board provides feedback and shows its appreciation to the Executive Director on a regular basis. | Yes No Somewhat Unsure |
| 7. The Board ensures that the Executive Director is able to take advantage of professional development opportunities. | Yes No Somewhat Unsure |

Board Self-Evaluation Questionnaire

D. My Performance as an Individual Director.

- | | |
|---|-------------------------------|
| 1. I am aware of what is expected of me as a Director.
Unsure | Yes No Somewhat |
| 2. I understand and support the mission, vision and
Unsure
values of the organization. | Yes No Somewhat |
| 3. I am knowledgeable about the organization's programs
and services. | Yes No Somewhat Unsure |
| 4. I follow trends and important developments related
to this organization. | Yes No Somewhat Unsure |
| 5. I assist with fund-raising and/or give a significant
Unsure
annual gift to the organization. | Yes No Somewhat |
| 6. I have a good record of meeting attendance. | Yes No Somewhat Unsure |
| 7. I read and understand the minutes, reports, financial
statements and other materials in advance of our
Board and Committee meetings. | Yes No Somewhat Unsure |
| 8. I have a good working relationship with the Executive
Director. | Yes No Somewhat Unsure |
| 9. I recommend individuals to serve on this Board. | Yes No Somewhat Unsure |
| 10. I act as a good-will ambassador to the organization.
Unsure | Yes No Somewhat |
| 11. I am familiar with the organisation's by-laws and
Unsure
governing policies. | Yes No Somewhat |
| 12. I frequently encourage other Directors to express
Unsure
their opinions at Board meetings. | Yes No Somewhat |
| 13. I actively participate in the discussion of matters before
the Board and express my opinion accordingly. | Yes No Somewhat Unsure |

14. I am a good listener at Board meetings. **Yes No Somewhat Unsure**
15. I follow through in a timely manner on things I have said I would do. **Yes No Somewhat Unsure**
16. I maintain the confidentiality of all Board decisions. **Yes No Somewhat Unsure**
17. I support Board decisions once they are made, even **Yes No Somewhat**
Unsure
if I do not agree with them.
18. I promote the work of our organisation in the **Yes No Somewhat Unsure**
community whenever I have a chance to do so.
19. I stay informed about issues relevant to our mission **Yes No Somewhat Unsure**
and bring information to the attention of the Board.
20. I am satisfied with my level of contribution as a Director. **Yes No Somewhat Unsure**
21. I find serving on the Board to be a rewarding experience. **Yes No Somewhat Unsure**

Board Self-Evaluation Questionnaire

E. Feedback to the Chair of the Board

- | | |
|---|-------------------------------|
| 1. The Chair is well prepared for Board meetings. | Yes No Somewhat Unsure |
| 2. The Chair facilitates timely adherence to the agenda during Board meetings. | Yes No Somewhat Unsure |
| 3. The Chair encourages every Board member to express their views and opinions on matters before the Board. | Yes No Somewhat Unsure |
| 4. The Chair is skilled at managing different points of view. | Yes No Somewhat Unsure |
| 5. The Chair has demonstrated versatility in facilitating Board discussions. | Yes No Somewhat Unsure |
| 6. The Chair supports the work of Board committees. | Yes No Somewhat Unsure |
| 7. The Chair demonstrates good listening skills. | Yes No Somewhat Unsure |
| 8. The Board supports the Chair. | Yes No Somewhat Unsure |
| 9. The Chair is effective in delegating responsibility among Directors. | Yes No Somewhat Unsure |
| 10. The Chair ensures the Board is aware of his/her organisational activities outside of Board meetings. | Yes No Somewhat Unsure |

Board Self-Evaluation Questionnaire

Section F: You are invited to provide written comment on any aspects of your experience as a member of the Flower Cart Group Board of Directors.

Record of Amendments:

<u>Revision #</u>	<u>Summary of Revision</u>	<u>Date of Approval</u>
Rev. 0	Original	25/02/2020