



Policy Section 1: GOVERNANCE

Policy #: 1.5.1

**Policy: Board Self-Evaluation
Questionnaire**

Revision: Rev 2

Approval: April 27, 2021

The Flower Cart

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.

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’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’s 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 The Flower Cart’s 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

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

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

D. My Performance as an Individual Director

1.	I am aware of what is expected of me as a Director.	Yes	No	Somewhat	Unsure
2.	I understand and support the mission, vision and values of the organization.	Yes	No	Somewhat	Unsure
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 annual gift to the organization.	Yes	No	Somewhat	Unsure
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.	Yes	No	Somewhat	Unsure
11.	I am familiar with the organisation's By-Laws and governing policies.	Yes	No	Somewhat	Unsure
12.	I frequently encourage other Directors to express their opinions at Board meetings.	Yes	No	Somewhat	Unsure
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 if I do not agree with them.	Yes	No	Somewhat	Unsure
18.	I promote the work of our organisation in the community whenever I have a chance to do so.	Yes	No	Somewhat	Unsure
19.	I stay informed about issues relevant to our mission and bring information to the attention of the Board.	Yes	No	Somewhat	Unsure
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

E. Feedback to the Chairperson of the Board

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

Section F: You are invited to provide written comment on any aspects of your experience as a Director of The Flower Cart Board.

Record of Amendments:

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	February 25, 2020
Rev 1	Reviewed and Updated	April 27, 2021