

Markham Family Health Team

Board Self-Assessment Tool

Note: this tool accompanies Board policy on evaluation

Includes: Board self-assessment

Board member self-assessment

Committee assessment

Markham Family Health Team Board Self-Assessment Tool

This survey should be completed by all Board members and the results compiled.

For period **April 1, 201X** to **March 31, 201X**

- 0 = No Comment
- 1 = Strongly disagree
- 2 = Disagree
- 3 = Somewhat agree
- 4 = Agree
- 5 = Strongly agree

Question	0	1	2	3	4	5
Roles and Responsibilities						
1. The Board understands its role in						
a. Strategic planning						
b. Financial oversight						
c. Quality						
2. The Board effectively performs in						
a. Strategic planning						
b. Financial oversight						
c. Quality assurance						
3. Markham Family Health Team has a three- to five-year strategic plan or a set of clear long range goals and priorities.						
4. 3. The Board develops an annual work plan with reference to the organization's strategic directions and the Board's role						
5. The Board follows its annual work plan						
6. The Board gives direction to staff on how to achieve the goals primarily by setting or referring policy.						
7. The Board understands and performs its governance role and does not become overly involved in management issues						
8. The Board understands and considers its accountability to funder(s)						
9. The Board makes decisions that are consistent with the FHT's vision, mission and values						
10. The Board ensures the strategic plan is being implemented and makes decisions that are consistent with the strategic plan						
11. The Board is kept well informed and up to date						

Question	0	1	2	3	4	5
about						
a. The organization's operations including finance						
b. Current trends and issues in primary health care delivery						
c. The Board's governance role						
d. Other relevant policy, legislation & information						
Board Composition and Quality						
12. The Board is the right size for effective discussion						
13. All Board members have an opportunity to contribute						
14. The Board identifies the skills and qualities that are required to perform the Board's role						
15. The Board has clear and transparent recruitment practices for new directors.						
16. New Board members are recruited on the basis of skills, knowledge, experience and required qualities						
17. Board terms allow for Board turnover to appropriately balance board continuity and new contributions						
18. The Board reflects the diversity of the community served						
19. Board members receive orientation that prepares them to contribute effectively						
20. Board members understand their fiduciary obligations and						
a. Act in the best interest of the organization						
b. Avoid conflicts						
c. Speak with one voice						
d. Follow Board governance policies						
21. Board members work well together						
22. Board members have an opportunity to participate in ongoing education programs.						
23. The Board has a succession plan in place for the Board Chair and the Executive Director/CEO						
24. The Board dedicates time to strategic thinking and discussions in addition to attending to its fiduciary responsibilities						

Question	0	1	2	3	4	5
Board Committees						
25. The Board has the right committees						
26. Committee Terms of Reference are periodically reviewed						
27. Committee work plans are established annually and align with Board work						
28. The Board respects the work of its committees and does not redo committee work						
29. Committee members are assigned based on skill and experience						
30. Committee reports are timely						
31. Committee reports are effective in providing necessary information to the Board						
32. Each committee evaluates its own performance and results are acted upon						
33. Committee chairs are evaluated and the results are taken into account in committee chair assignments.						
Meetings						
34. Meeting materials are received sufficiently in advance to be thoroughly reviewed by Board members						
35. Materials are appropriate and prepare directors to make decisions						
36. Meetings are structured so there is sufficient time for discussion of decision items						
37. The Board deals with <i>in-camera</i> business appropriately						
38. Board agendas focus on items that are within the Board's role						
39. Minutes accurately reflect board discussions and processes						
40. The Board meets the right number of times						
41. The board meets at the right time of day						
Board Chair (note this section can be confidential)						
42. The Board Chair conducts the meeting in a way that moves the business of the Board forward						
43. The Chair allows adequate time for debate and discussion						
44. The Chair ensures all sides of an issue are heard						
45. The Chair ensures the Board has the necessary information or advice to make decisions						
46. The Board Chair invests in building						

Question	0	1	2	3	4	5
relationships with						
a. The Executive Director/CEO						
b. The Directors						
47. The Board Chair and the Board understand the Chair's role as the spokesperson for the Board						
48. The Chair represents the Board and organization in the community and helps to build strong relationships with key stakeholders						
Board Efficiency and Performance						
49. Board members contribute their skill and experience						
50. Board members respect and value the views of all members of the Board						
51. Board members come prepared						
52. Board members treat each other with courtesy and respect						
53. Board members respect the confidentiality of Board discussions						
54. Board members declare conflicts as required						
55. Board members are aware of and adhere to the Board Code of Conduct						
Board's Relationship with Executive Director						
56. There is clear understanding of where the Board's role ends and the Executive Director's begins						
57. There is good two-way communication between the Board and ED						
58. The Board provides direction to the ED by setting new policies or clarifying existing ones						
59. The Board has discussed and communicated the kinds of information and level of detail it requires from the ED						
60. The Board has developed formal criteria and a process for evaluating the ED						
61. The Board or a committee of the Board has formally evaluated the ED within the past 12 months						
62. The Board evaluates the ED primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy						
63. The Board provides feedback and shows its appreciation to the ED on a regular basis						
64. The Board ensures that the ED is able to take						

Question	0	1	2	3	4	5
advantage of professional development opportunities.						

Additional comments:

List three things the Board could do to improve the understanding and performance of its role.

- 1.
- 2.
- 3.

Markham Family Health Team Board Member Self-Assessment

Question	0	1	2	3	4	5
1. I have a good understanding of Markham Family Health Team operations						
2. I understand the organization's Vision, Mission and Values						
3. I am familiar with the strategic plan and take it into account in Board decisions						
4. I understand the difference between the governance role of the Board and the role of managers and staff						
5. I understand the Board's role and annual work plan						
6. I understand and respect the roles of Committees						
7. I apply my skills and experience						
8. I listen and consider the views of others						
9. I prepare for meetings						
10. I ask questions that will help me make a decision						
11. I express my views even when I may be in the minority						
12. I respect the decision of the majority						
13. I meet or exceed the attendance requirements						
14. I contribute to the Committees on which I serve						
15. I follow through on things I say I will do						
16. I promote the work of Markham Family Health Team in the community whenever I have a chance to do so						
17. I stay informed about issues relevant to our mission and bring information to the attention of the Board.						

Other:

I wish to continue on the Board

I am interested in the following Committees:

I am willing to serve as a Committee chair

I am interested in becoming Board Chair

**Markham Family Health Team
Committee Self Assessment Tool**

Question	0	1	2	3	4	5
Terms of Reference and Composition						
1. The Committee has clear and appropriate terms of Reference						
2. The Committee has the right number of members						
3. The Committee has members with the skills and expertise that are needed by the Committee						
Committee Management						
4. The Committee meets at the appropriate time of day						
5. Committee members receive adequate orientation to the Committee						
6. The Committee receives adequate support from management/staff of the organization						
7. Information is received sufficiently in advance of meetings						
8. There are an adequate number of meetings/year						
Committee Effectiveness						
9. The Committee is working effectively						
10. The Committee has an annual work plan						
11. The Committee performed its annual work plan						
Chair Effectiveness						
12. The Chair is prepared for Committee meetings						
13. The Chair keeps the meetings on track						
14. The Chair fairly reports the Committee's work to the Board						
15. The Chair encourages participation and manages discussion						
Overall Committee Performance						
16. Overall, I am satisfied with my contribution to the Committee						
17. Overall, I am satisfied with the Committee's contribution to the Board.						

Comments and suggestions for improvement to Committee processes:

Date completed: