**COTM Council Evaluation**

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| --- | --- | --- | --- |
| **Section** | **Who Completes this?** | **What is its Purpose?** | **To whom is the feedback distributed?** |
| **A.** | Council & Executive Director | Council self- assessment | Council |
| **B.** | Council & Executive Director | Council self- assessment | Council |
| **C.** | Council & Executive Director | Council self- assessment | Council |
| **D.** | Council | Individual reflection | Not distributed |
| **E.** | Council | Council chairperson assessment | Council Chair and Incumbent |
| **F.** | Council | Support for the COTM Balanced Score Card | COTM Executive Director |
| **G.** | Council | Inform council learning needs | Council |

Circle the response that best reflects your opinion. The rating scale for each statement is: **Strongly Disagree; Disagree; Agree; Strongly Agree, Unsure, Not Applicable** *(NOTE: on Fluid survey these metrics will be entered after each question for Section A – E.)*

**A. How Well Has the Council Done Its Job?**

A. 1. Our organization has a three to five-year strategic plan or a set of clear long-range goals and priorities.

A. 2. The Council’s meeting agenda clearly reflects our strategic plan or priorities.

A. 3. The Council has ensured that the organization also has a one-year operational or business plan.

A. 4. The Council gives direction to staff on how to achieve the goals primarily by setting or referring to policies.

A. 5. The Council ensures that the organization’s accomplishments and challenges are communicated to members and stakeholders.

A. 6. The Council has ensured that members and stakeholders (e.g. MB Health) have received reports on how our organization has used its financial and human resources.

Section A. Comments:

**B. How Well Has the Council Conducted Itself?**

B. 1. Council members are aware of what is expected of them.

B. 2. The agenda of Council meetings is well planned so that we are able to get through all necessary Council business.

B. 3. It seems like most Council members come to meetings prepared.

B. 4. We receive written reports to the Council in advance of our meetings.

B. 5. All Council members participate in important Council discussions.

B. 6. We do a good job encouraging and dealing with different points of view.

B. 7. We all support the decisions we make.

B. 8. The Council has planned and led the orientation process for new Council members.

B. 9. The Council has a plan for director education and further Council development.

B. 10. Our Council meetings are always interesting.

B. 11. Our Council meetings allow for fun.

Section Comments:

**C. Council’s Relationship with Executive Director**

C. 1. There is a clear understanding of where the Council’s role ends and the Executive Director’s begins.

C. 2. There is good two-way communication between the Council and the Executive Director.

C. 3. The Council trusts the judgment of the Executive Director.

C. 4. The Council provides direction to the Executive Director by setting new policies or clarifying existing ones.

C. 5. The Council has discussed and communicated the kinds of information and level of detail it requires from the Executive Director on what is happening in the organization.

C. 6. The Council has developed formal criteria and a process for evaluating the Executive Director.

C. 7. The Council, or a committee of the Council, has formally evaluated the Executive Director within the past 12 months.

C. 8. The Council evaluates the Executive Director primarily on the accomplishment of the organization’s strategic goals and priorities and adherence to policy.

C. 9. The Council provides feedback and shows its appreciation to the Executive Director on a regular basis.

C. 10. The Council ensures that the Executive Director is able to take advantage of professional development opportunities.

C. 11 The Council supports the Executive Director in achieving the COTM Organizational Values that guide the work of all COTM staff.

(Insert link to COTM Organizational Values)

Section Comments:

**D. Performance of Individual Council Members**

D. 1. I am aware of the COTM Council Values and work to adhere to them.

(insert link to Council values as part of the survey).

D. 2. I am aware of what is expected of me as a Council member.

D. 3. I have a good record of meeting attendance.

D. 4. I read the minutes, reports and other materials in advance of our Council meetings.

D. 5. I am familiar with what is in the organization’s by-laws and governing policies

D. 6. I am encouraged by other Council members to express my opinions at Council meetings.

D. 7. I am a good listener at Council meetings.

D.8. I follow through on things I have said I would do.

D. 9. I maintain the confidentiality of all Council decisions.

D. 10. When I have a different opinion than the majority, I raise it.

D. 11. I support Council decisions once they are made even if I do not agree with them.

D. 12. I promote the work of our organization in the community whenever I had a chance to do so.

D. 13. I contribute to the recruitment of new committee members.

D. 14. I contribute to committee chair succession planning for committees for which I have responsibility.

D. 15 I strive to demonstrate and / or work to achieve the COTM Leadership Competencies. (Insert Link to COTM Leadership Competencies.)

Section Comments

**E. Feedback to the Chair of the Council**

E. 1. The Council has discussed the role and responsibilities of the Chair.

E. 2. The Chair is well prepared for Council meetings.

E. 3. The Chair helps the Council to stick to the agenda.

E. 4. The Chair ensures that every Council member has an opportunity to be heard.

E. 5. The Chair is skilled at managing different points of view.

E. 6. The Chair can help refocus the discussion when it is no longer productive.

E. 7. The Chair knows how to provide constructive feedback to a council member whose behavior is non-productive.

E. 8. The Chair helps the Council work well together.

E. 9. The Chair demonstrates good listening skills.

E. 10. The Council supports the Chair.

E. 11. The Chair is effective in reconfirming next steps and action plans.

Section Comments:

Regarding Sections A. – E.

**Acknowledgements**

A Tool for Improving Governance Practice For Voluntary and Community Organizations - Council Self-Evaluation Questionnaire © 2005 Non-Profit Sector Leadership Program, Dalhousie University.

**F. COTM Council Member Effectiveness Satisfaction Survey**

The purpose of this survey is to learn how satisfied COTM Council Members feel with their general effectiveness in contributing to COTM operations and governance.

The survey will guide COTM actions to enhance volunteer effectiveness satisfaction.

The results of this section feed into COTM’s Balanced Scorecard.

In general, over the past year:

F. 1.The work assigned to me has been explained clearly and accurately.

YES / NO

Comments:

F. 2. I have been provided all of the resources I need to do my work.

YES / NO

Comments:

F. 3. I received materials and instructions in a timely manner.

YES / NO

Comments:

F. 4. The expectations for amount of work were a good fit with what I have been able to provide.

YES / NO

Comments:

F. 5. I was comfortable seeking clarification and feedback on my role.

YES / NO

Comments:

Overall comments on Effectiveness Satisfaction

**G. Ideas for COTM Council Orientation / My Own Learning**

Having reviewed the performance of the council as a whole and my own participation and effectiveness, I would like to suggest that COTM offer education on the following topics:

**Thank you for your time in completing this survey.**