



**Peterborough  
Public Library**

Appendix B

# **Board Self-Evaluation Questionnaire**

**Name:** \_\_\_\_\_

(Optional)

**For period from** \_\_\_\_\_ **to** \_\_\_\_\_

# **Board Self Evaluation Questionnaire**

Questions should be answered by all Board members. When completed individually, the results of Sections **A**, **B** and **C** should be compiled, shared and discussed by the whole Board to determine an average group answer to each question and an overall section rating. Section **D** should be answered by Board members alone but not shared with the group. Sections **A**, **B** and **C** should also be completed by the **Secretary**. This questionnaire also includes Section **E**, which provides feedback to the **Chair of the Board**.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)*

## **A. How well has the Board done its job?**

1. Our organization operates with a strategic plan or a set of measurable goals and priorities.	1	2	3	4	5
2. The Board's regular meeting agenda items reflect our strategic plan or priorities.	1	2	3	4	5
3. The Board has created or reviewed, in this period, some key governance job descriptions (eg. Board Chair, Directors and Committees.	1	2	3	4	5
4. The Board gives direction to staff on how to achieve the goals by setting, referring to, or revising policies.	1	2	3	4	5
5. The Board has identified and reviewed the organization's relationship with each of its key stakeholders.	1	2	3	4	5
6. The Board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders.	1	2	3	4	5
7. The Board has ensured that stakeholders have received reports on how our organization has used its financial and human resources.	1	2	3	4	5
8. _____	1	2	3	4	5

**My overall rating (add together the total of the numbers circled):**

☐ Excellent (30-24)    ☐ Satisfactory (23-19)    ☐ Poor (18- 6)

## B. How well has the Board conducted itself?

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. As Board members we are aware of what is expected of us.	1	2	3	4	5
2. The agenda of Board meetings are well planned so that we are able to get through all necessary Board business.	1	2	3	4	5
3. It seems like most Board members come to meetings prepared.	1	2	3	4	5
4. We receive written reports to the Board in advance of our meetings.	1	2	3	4	5
5. All Board members participate in important Board discussions.	1	2	3	4	5
6. We do a good job encouraging and dealing with different points of view.	1	2	3	4	5
7. We all support the decisions we make.	1	2	3	4	5
8. The Board assesses its composition and strengths in advance of recruiting new Board members.	1	2	3	4	5
9. The Board assumes much of the responsibility for director recruitment and orientation.	1	2	3	4	5
10. Board members have some interaction with external stakeholders at Board meetings (eg. as guests) or between meetings.	1	2	3	4	5
11. Our Board meetings are always interesting.	1	2	3	4	5
12. Our Board meetings are frequently fun.	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (60-50)    ☐ Satisfactory (49-35)    ☐ Poor (34-12)

### C. Board's relationship with Executive Director

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. There is a clear understanding on most matters where the Board's role ends and the Executive Director's begins.	1	2	3	4	5
2. There is good two-way communication between the Board and the Executive Director.	1	2	3	4	5
3. The Board trusts the judgement of the Executive Director.	1	2	3	4	5
4. The Board provides direction to the Executive Director by setting and reviewing policies.	1	2	3	4	5
5. The Board has discussed and communicated the kinds of information and level of detail it requires from the Executive Director.	1	2	3	4	5
6. The Board has developed formal criteria and a process for evaluating the Executive Director.	1	2	3	4	5
7. The Board, or a Committee of the Board, has formally evaluated the Executive Director within the past 12 months.	1	2	3	4	5
8. The Board evaluates the Executive Director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.	1	2	3	4	5
9. The Board provides feedback and shows its appreciation to the Executive Director on a regular basis.	1	2	3	4	5
10. The Board ensures that the Executive Director is able to take advantage of professional development opportunities.	1	2	3	4	5
11. _____	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (40+)      ☐ Satisfactory (28-39)      ☐ Poor (11-27)

#### **D. My performance as an individual Board Member (Not to be shared)**

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. I am aware of what is expected of me as a Board Member.	1	2	3	4	5
2. I have a good record of meeting attendance.	1	2	3	4	5
3. I read the minutes, reports and other material in advance of our Board meetings.	1	2	3	4	5
4. I am familiar with what is in the organization's by-laws and governing policies.	1	2	3	4	5
5. I frequently encourage other board Members to express their opinions at Board meetings.	1	2	3	4	5
6. I am encouraged by other Board Members to express my opinions at Board meetings.	1	2	3	4	5
7. I am a good listener at Board meetings.	1	2	3	4	5
8. I follow through on things I have said I would do.	1	2	3	4	5
9. I maintain the confidentiality of all Board decisions.	1	2	3	4	5
10. When I have a different opinion than the majority, I raise it.	1	2	3	4	5
11. I support Board decisions once they are made even if I do not agree with them.	1	2	3	4	5
12. I promote the work of our organization in the community whenever I have a chance to do so.	1	2	3	4	5
13. I stay informed about issues relevant to our mission and bring information to the attention of the Board.	1	2	3	4	5

**My overall rating: (add together the total of the numbers circled)**

☐ Excellent (40+)      ☐ Satisfactory (28-39)      ☐ Poor (11-27)

## E. Feedback to the Chair of the Board

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. The Chair is well prepared for Board meetings.	1	2	3	4	5
2. The Chair helps the Board stick to the agenda.	1	2	3	4	5
3. The Chair tries hard to ensure that every Board Member has an opportunity to be heard.	1	2	3	4	5
4. The Chair is skilled at managing different points of view.	1	2	3	4	5
5. The Chair demonstrates versatility in facilitating Board discussions.	1	2	3	4	5
6. The Chair knows how to be direct with an individual Board Member when their behaviour needs to change.	1	2	3	4	5
7. The Chair helps the Board work well together.	1	2	3	4	5
8. The Chair demonstrates good listening skills.	1	2	3	4	5
9. The Board supports the Chair.	1	2	3	4	5
10. The Chair is effective in delegating responsibility amongst Board Members.	1	2	3	4	5
11. The Chair ensures the Board is aware of his/her organizational activities outside of our Board meetings.	1	2	3	4	5
12. _____	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (40+)    ☐ Satisfactory (28-39)    ☐ Poor (11-27)