

WILMOT SOFTBALL ASSOCIATION

EVALUATION POLICY AND SURVEY



Board Evaluation Policy

The Board serves the following fundamental purposes:

- a. to govern the Wilmot Softball Association and ensure the organization fulfills its mission
- b. to ensure that the Association effectively strives for high performance in the exercise of its mission;
- c. to review and approve the strategic plans as well as operating and capital budgets.

In fulfilling its purposes, the Board trusts each Member to use good judgment, make ethical decisions, and act responsibly in governing the Wilmot Softball Association. Responsibilities of individual Board Members include:

- Attend and participate in meetings on a regular basis, and special events as able;
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary;
- Be alert to community concerns that can be addressed by the Wilmot Softball Association mission, objectives, and programs;
- Help communicate and promote the Wilmot Softball Association mission and programs to the community;
- Become familiar with the Wilmot Softball Association finances, budget, and financial/resource needs;
- Understand the policies and procedures of the Wilmot Softball Association;
- Exercising due diligence;
- Communicating clearly within the Board and the community;
- Respecting confidentiality;
- Avoiding conflicts of interest; and
- Assessing the Board and individual performance within the Board.

To ensure that the Board and its individual Members are carrying out their roles/responsibilities and effectively undertaking the roles and responsibilities referred to in this policy, the Board will undertake a process of evaluation. An evaluation will assist in allowing the Board to demonstrate that it is accountable for its decisions and the operation of the Wilmot Softball Association.

The purpose of the evaluation process is to examine both strengths and weaknesses which should result in a plan for improvement where necessary; this might include suggestions for improved operation of the Board and its Members, communication within the Board (i.e., Board binder, website, etc.), and/or opportunities for professional development. The Board evaluation process involves an assessment of the Board through a) an evaluation survey conducted with all Board Members every two years (preferably in September); and b) exit questionnaires and/or interviews conducted with Board Members whose term is complete.

When completing the Board evaluation survey, exit questionnaire, and/or exit interview, Board Members should:

- review the purpose and responsibilities of the Board and its standing committees as outlined in Board documents;
- review the minutes of Board and committee meetings of the prior year;
- review the Board binder and/or website available to each Board Member;
- review orientation, professional development opportunities offered throughout the year;
- examine the Board's relationship with administration and the Administration Clerk;
- evaluate the performance of the Board with regard to issues such as strategic planning and fiscal management;
- consider whether they have personal objectives and whether their commitment level to the Board is sufficient;
- consider whether they are participating fully and effectively as individuals at Board meetings.

Procedure for Board Evaluation Survey (all Board Members)

Every two years, the Board will initiate the Board evaluation survey process, which will be as follows:

1. Prior to the Board evaluation survey, the Board will review the survey questions and ensure that they are relevant and within the current context and work of the Board;
2. At a Fall Board meeting (preferably in September), each Board Member will complete a written Board evaluation survey;
3. The surveys will be delivered in confidence to the Administration Clerk for collating and summarizing and a summary presented to the Board of Directors;
4. The summary will be discussed by the Board of Directors and areas requiring improvement, action, and time lines will be discussed and an evaluation report drafted;
5. The President or Chair of the Board of Directors will finalize and present the evaluation report and recommendations to the Board Executive for review and future direction.

Procedure for Exit Questionnaire and/or Interview (Members whose term is complete)

As individual Board Members' terms are complete, the Chair of the Board, Vice-Chair of the Board, and Administration Clerk will initiate the exit questionnaire and/or interview process, which will be as follows:

1. Prior to the exit questionnaire and/or interview, the Chair of the Board and Vice-Chair of the Board will review the questions and ensure that they are relevant and within the current context and work of the Board;
2. Board Members whose term is complete will complete an exit questionnaire (and possibly the Board evaluation survey);
3. Board Members whose term is complete will be invited to participate in small group Exit Interviews with the Chair of the Board, Vice-Chair of the Board, and Administration Clerk;

4. Results of questionnaires and interviews will be collated and summarized by the Administration Clerk and given to the President or Chair and the Vice-Chair of the Board;
5. The summary will be discussed by the Board of Directors and areas requiring improvement, actions required, and time lines will be discussed;
6. The President or Chair will bring an evaluation report and recommendations to the Board Executive for review and future direction.

Board Evaluation Survey

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- Communicating clearly within the Board and the community;
- Respecting confidentiality;
- Avoiding conflicts of interest; and
- Assessing the Board and individual performance within the Board.

When completing the Board evaluation survey, exit questionnaire, and/or exit interview, Board Members should:

- review the purpose and responsibilities of the Board and its Standing Committees as outlined in Board documents;
- review the minutes of Board and Committee meetings of the prior year;
- review the website materials available to each Board Member;

- review orientation, professional development opportunities, and retreats offered throughout the year;
- examine the Board’s relationship with administration and the Administration Clerk;
- evaluate the performance of the Board with regard to issues such as strategic planning and fiscal management;
- consider whether they have personal objectives and whether their commitment level to the Board is sufficient; and
- consider whether they are participating fully and effectively as individuals at Board meetings.

Demographic Information:

How many years have you served on the Board?

- 0-2 2-4 4-6 6-10 10+

On which standing committees have you served in the past two years?

- Sponsorship Marketing Convenor By-Law
 Review
- Rules Playoff Tournament Other

Survey Questions:

Rating Scale: (1) Strongly (2) (3) (4) Strongly (5) Not
 disagree Disagree Agree agree Sure

I. Board’s Purpose and Responsibilities

- | | | | | | |
|--|---|---|---|---|---|
| a. The purpose and role of the Board members are effectively defined. | 1 | 2 | 3 | 4 | 5 |
| b. The Board understands the Wilmot Softball Association’s mission and goals. | 1 | 2 | 3 | 4 | 5 |
| c. The Board fulfills its role with regard to accountability. | 1 | 2 | 3 | 4 | 5 |
| d. The Board fulfills its role with regard to strategic leadership. | 1 | 2 | 3 | 4 | 5 |
| e. The Board ensures - through the President or Chair - that the appointment of Coaches is in accordance with established policies and procedures. | 1 | 2 | 3 | 4 | 5 |
| f. The Board is aware of the needs of its internal and external constituents (players, coaches, umpires, volunteers, and sponsors). | 1 | 2 | 3 | 4 | 5 |

g. The Board is given the opportunity and information to understand the Softball Association's issues that impact the Association's viability. 1 2 3 4 5

h. The Softball Association's fundraising expectations are understood by Board Members. 1 2 3 4 5

Comments:

II. Board Membership

a. The Board currently has an appropriate range of expertise, experience/background, skills set, and gender balance to make it an effective governing body. 1 2 3 4 5

b. The Board has an effective process for identifying the characteristics that new Members should bring to the Board. 1 2 3 4 5

Comments:

III. Board Meetings/Committees

a. Board meetings are productive. 1 2 3 4 5

b. There is sufficient time at Board meetings for the presentation, full discussion, and debate of viewpoints of the subjects covered. 1 2 3 4 5

c. Meetings are appropriate as to quantity of information provided.	1	2	3	4	5
d. Board Members receive adequate follow-up on matters raised at Board meetings.	1	2	3	4	5
e. The practice of occasional meetings 'in camera' would be useful or advisable.	1	2	3	4	5
f. The Board adopts appropriate Board structures and reviews the Terms of Reference of each standing committee on an annual basis.	1	2	3	4	5
g. The mandate of each Board standing committee is understood.	1	2	3	4	5
h. Annual work plans of Board standing committees are understood.	1	2	3	4	5
i. Committees have sufficient expertise to perform their responsibilities.	1	2	3	4	5
j. Committee reports give the appropriate amount of information to the Board.	1	2	3	4	5
k. The work of standing committees adds value to the governance of the Wilmot Softball Association.	1	2	3	4	5

Comments:

IV. Strategic Planning

a. The Board participates effectively and appropriately in establishing the Wilmot Softball Association's direction and strategic plan	1	2	3	4	5
b. The Board has an adequate understanding of external factors that could have an effect on the Wilmot Softball Association and its strategic plan.	1	2	3	4	5

Rate the overall effectiveness of the following in terms of understanding the mission/values of the Wilmot Softball Association and its strategic directions:

- | | | | | | |
|---|---|---|---|---|---|
| c. Website; | 1 | 2 | 3 | 4 | 5 |
| d. Board Orientation; | 1 | 2 | 3 | 4 | 5 |
| e. Volunteer Development Opportunities. | 1 | 2 | 3 | 4 | 5 |

Comments:

V. Fiscal Management

- | | | | | | |
|--|---|---|---|---|---|
| a. The Board has the opportunity to gain an understanding of the annual operating budget of the Wilmot Softball Association before approving it. | 1 | 2 | 3 | 4 | 5 |
| b. The Board receives financial reports that are understandable. | 1 | 2 | 3 | 4 | 5 |
| c. The Board receives financial reports that are sufficient to allow the Board to make decisions. | 1 | 2 | 3 | 4 | 5 |
| d. The Board receives financial reports with adequate time to review. | 1 | 2 | 3 | 4 | 5 |

Comments:

VI. Communication between Board and Administration Clerk

- | | | | | | |
|---|---|---|---|---|---|
| a. The Administration Clerk provides consistent and appropriate procedural advice to Board Members. | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|

- | | | | | | |
|--|---|---|---|---|---|
| b.Minutes of meetings are accurate and contain appropriate detail. | 1 | 2 | 3 | 4 | 5 |
| c.Sufficient advance notice is provided to Board Members for significant events affecting the Wilmot Softball Association. | 1 | 2 | 3 | 4 | 5 |
| d.Questions are responded to promptly and accurately by the Administration Clerk. | 1 | 2 | 3 | 4 | 5 |

Comments:

VII. Individual Performance

- | | | | | | |
|---|---|---|---|---|---|
| a.I maintain Board confidentiality. | 1 | 2 | 3 | 4 | 5 |
| b.I support and participate in the Wilmot Softball Association events such as Opening Day, Playoff Tournament, Year-End Banquet, etc. | 1 | 2 | 3 | 4 | 5 |
| c.I support decisions of the Board which I may have personally opposed. | 1 | 2 | 3 | 4 | 5 |
| d.The Board is effective in making good use of my skills and expertise. | 1 | 2 | 3 | 4 | 5 |

Comments:

Board Exit Questionnaire and/or Interview Questions

1. Why did you originally apply to serve on the Board?
2. Was your understanding about the requirements of serving consistent with your actual Board experience?
3. Did you receive enough training to fulfill your role effectively?
4. Did you receive adequate support to fulfill your role?
5. What did you like **best** and **least** about serving on the Board?
6. Did any policies or procedures (or any other obstacles) make your role as a Board Member more difficult?
7. If you could serve as a Board Member again, what would you do differently?
8. What suggestions would you make for improving the way the Board or its committees operate?

9. What advice would you offer to incoming Board Members?

10. Would you consider volunteering on this Board in the future?

11. Would you recommend volunteering on this Board to your family and friends?

References

"Policy: Board Evaluation Policy and Board Evaluation Survey ." *Board of Governors*. 13 Oct. 2010. Nipissing University.
<<http://www.nipissingu.ca/board/PolicyBoardEvaluationPolicy.asp>>.