

## TAC BOARD SELF-ASSESSMENT TOOL

This tool is designed to allow individual TAC Board members to give their assessment of the Board's effectiveness. It is divided into seven parts. The first six parts each address, in turn, a specific area of board responsibility. The seventh part provides an opportunity to identify other areas for improving board effectiveness.

The tool offers two performance descriptors – 'satisfactory' and 'needs improvement' and is designed to focus on specific areas of Board work that need improvement. The form includes an area for suggestions for improvements, where appropriate.

After completing the form, please return your response by e-mail to [mgravel@tac-atc.ca](mailto:mgravel@tac-atc.ca).

The results of each director's self-assessment will be compiled in aggregate and provided in summary form for review by the full Board.

Thank you for your time and contribution!

	Satisfactory	Needs improvement
(check one)		
<b>1. Commitment to vision, mission and strategic objectives</b>		
The Board fully understands TAC's vision, mission and strategic objectives and uses this information as the standard against which all decisions are made. Suggestions for improvement:		
The Board ensures an appropriate and effective strategic planning process is in place and actively participates in the strategic planning process. Suggestions for improvement:		
<b>2. Achievement of the TAC objectives</b>		
The Board focuses on outcomes rather than on the means of achieving them. Suggestions for improvement:		
The Board conducts research on member needs and level of service satisfaction, using this information to develop or revise programs and services. Suggestions for improvement:		
The Board monitors TAC programs and services against industry benchmarks and the annual plan, using objective and measurable criteria. Suggestions for improvement:		

	Satisfactory	Needs improvement
	(check one)	
<b>3. Achievement of meeting agendas</b>		
Board members provide the President or Secretary with items to be placed on the board agenda. Suggestions for improvement:		
The Board receives sufficient information, in a timely fashion, to have productive discussions and to facilitate decisions. Suggestions for improvement		
The Board spends most of its time discussing decision items. Suggestions for improvement		
The Board provides clear direction regarding the nature of, and responsibility for, follow-up. Suggestions for improvement:		
<b>4. Conduct of Board meetings</b>		
Time spent is proportionate to the importance of the agenda item. Suggestions for improvement:		
Meetings adhere to schedules. Suggestions for improvement:		
Sufficient opportunity is provided to allow for thorough discussion on issues, and when necessary, decision items are put to a vote, with the results duly noted. Suggestions for improvement:		
Board meetings are conducive to consensus building: a climate of mutual respect and trust reigns amongst directors and between directors and TAC staff. Suggestions for improvement:		
<b>5. Board/TAC Office Relationship</b>		
The Board engages a skilled Executive Director and provides him or her with the authority and support to run the TAC Office. Suggestions for improvement:		
The Board seeks and respects the opinion of the TAC		

	<b>Satisfactory</b>	<b>Needs improvement</b>
	<b>(check one)</b>	
Office on specific issues. Suggestions for improvement:		
The Board mandates a committee comprising the Past President, President and Treasurer to review the performance of the Executive Director annually, based on committee-approved performance criteria. Suggestions for improvement:		
The Board has a clear understanding of the respective roles and responsibilities of directors and the TAC staff. Suggestions for improvement:		
The Board takes responsibility for the accuracy of minutes of meetings as well as for recording any post-meeting dissenting votes. Suggestions for improvement:		
<b>6. Governance and Fiduciary Oversight</b>		
The Board offers orientation sessions to new directors as well as opportunities for skill development to current directors. Suggestions for improvement:		
The Board approves and monitors the specific mandates and activities of the four TAC Councils and each Board Committee (e.g., Executive Committee, Smaller Communities Task Force) Suggestions for improvement:		
The Board is aware of all projects and programs, funded by third parties and administered by TAC staff, but directed by external guiding bodies (e.g. C-SHRP) Suggestions for improvement:		
The Board ensures that appropriate policies are in place to satisfy all its legal and fiduciary responsibilities (e.g., banking and investment policy, risk assessment and insurance coverage, financial control, delegation of authority, conflict of interest), and reviews and revises them as appropriate. Suggestions for improvement:		
The Board receives and reviews information about TAC financial results and status of statutory filings and		

	<b>Satisfactory</b>	<b>Needs improvement</b>
	<b>(check one)</b>	
<p>payments; identifies issues that need to be addressed; and monitors progress on requested actions.            Suggestions for improvement:</p>		
<p>The Board approves the annual audited financial statements and implements audit recommendations, as appropriate.            Suggestions for improvement:</p>		
<p>The Board receives and reviews the annual budget information package and approves the final budget prior to implementation.            Suggestions for improvement:</p>		
<b>7. Other factors</b>		
<p>Other suggestions for improvement:</p>		