

Appendix A

Council and Committee Chair Evaluation Policy 2.15

CRNS Council Chair Evaluation Tool

Thank you for participating in the CRNS Council Chair Evaluation survey. To assist the Council in fulfilling its oversight responsibilities and gaining reasonable assurance of the effectiveness of governance, Council and Committee Chair effectiveness.

The Governance and Human Resources Committee (GHRC) will evaluate and report at least annually to the Council on the overall performance of the Council Chair and Committee Chairs responsible for each committee.

Please note: Your survey responses are confidential and will only be reported in summary form.

Council members, ED and leadership team will be invited to complete the survey using a confidential, unique link. This link also allows us to send reminders to encourage participation. The link is used for these purposes only—we do not use it to view individual responses. We are committed to protecting your confidentiality—the integrity of this process depends on it.

The survey should take approximately 10-15 minutes to complete. Please choose the response that best reflects your agreement to the statement.

Thank you for your participation.

Strongly agree	Agree	Disagree	Strongly Disagree	N/A
The Chair's performance demonstrates excellence	The Chair's performance is acceptable and effective	The Chair's performance demonstrates room for improvement	The Chair's performance is not acceptable or effective	Not observed or applicable

Meeting Management and Preparation

1. The Chair is prepared for meetings, including having meeting agendas, minutes, and pre-read information completed.
2. The Chair effectively sets the agenda for committee meetings, ensuring sufficient time to discuss key issues.
3. The Chair keeps the meeting on track by adhering to the agenda and facilitating orderly deliberation and decision-making.
4. The Chair guides the council in carrying out its responsibilities and ensures adherence to proper processes and procedures.
5. The Chair demonstrates a commitment to providing leadership to the council, including attending meetings and supporting the council's overall function.

Facilitation and Engagement

6. The Chair facilitates engagement and participation from all council members.
7. The Chair promotes an inclusive meeting space that provides equitable access and opportunities for diverse perspectives to be heard and respected.
8. The Chair actively seeks feedback from council members.

Decision-Making and Consensus Building

9. The Chair allows full and open discussion before major decisions are made.
10. The Chair identifies and acknowledges differing opinions and builds consensus.
11. The Chair effectively resolves conflict in the boardroom.
12. The Chair demonstrates a willingness to make tough decisions to move forward for the benefit of the organization and council.

Leadership and Mentorship

13. The Chair demonstrates integrity, ethical leadership, and a commitment to the organization's vision, mission, and values.
14. The Chair delegates or empowers leadership in council members.
15. The Chair coaches council members, individually and collectively, to ensure full utilization of their strengths and capabilities.
16. The Chair can adapt, innovate, and manage change to achieve results.

Strategic Focus

17. The Chair keeps the council focused on achieving the organization's mandate, vision, mission, values, and strategic direction.
18. The Chair keeps the council focused on oversight rather than delving into operations.
19. The Chair ensures that the information provided to council members is sufficient and appropriate to support the council in its oversight responsibilities.
20. The Chair demonstrates openness to changing their own preferences or ways of working to build collaboration and achieve desirable outcomes aligned with strategic priorities.

Communication and Relationship-Building

21. The Chair is effective in building Council unity, solidarity and trust.
22. The Chair serves as an effective liaison between the council and management, particularly with the Executive Director.
23. The Chair establishes and promotes harmonious and effective working relationships within the organization and with stakeholders.
24. The Chair maintains open lines of communication with council members between meetings.
25. The Chair ensures that council members are properly informed on matters of substance during and between meetings.