

Appendix B

Council and Committee Chair Evaluation Policy 2.15

CRNS Committee Chair Evaluation Tool

Thank you for participating in the CRNS Committee 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 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 Committee Chair's performance demonstrates excellence	The Committee Chair's performance is acceptable and effective	The Committee Chair's performance demonstrates room for improvement	The Committee Chair's performance is not acceptable or effective	Not observed or applicable

Meeting Management and Preparation

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

5. The Committee Chair demonstrates a commitment to providing leadership to the committee, including attending meetings and supporting the committee's overall function.

Facilitation and Engagement

6. The Committee Chair presides over all committee meetings or assigns a suitable designate in their absence.
7. The Committee Chair promotes effective committee performance.
8. The Committee Chair facilitates engagement and participation from all committee members.
9. The Committee Chair promotes an inclusive meeting space that provides equitable access and opportunities for diverse perspectives to be heard and respected.
10. The Committee Chair conducts regular evaluations of the committee and its members, in collaboration with the Governance and Human Resources Committee.
11. The Committee Chair effectively handles conflicts of interest, should they arise within the committee.

Decision-Making and Consensus Building

12. The Committee Chair allows full and open discussion before major decisions are made.
13. The Committee Chair identifies and acknowledges differing opinions and builds consensus.
14. The Committee Chair effectively resolves conflict in the boardroom.
15. The Committee Chair demonstrates a willingness to make tough decisions to move forward for the benefit of the Committee and the Council.

Strategic Focus

16. The Committee Chair keeps the council focused on achieving the organization's mandate, vision, mission, values, and strategic direction.
17. The Chair keeps the council focused on oversight rather than delving into operations.
18. The Chair ensures that the information provided to council members is sufficient and appropriate to support the council in its oversight responsibilities.
19. 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

20. The Committee Chair reviews committee communications, including minutes from committee meetings in a timely manner.
21. The Committee Chair builds and maintains a sound working relationship with the Council Chair, Executive Director, and other key individuals.
22. The Committee Chair provides effective reports to Council.