

## Council and Committee Chair Evaluation Policy (2.15)

Policy:	Council and Committee Chair Evaluation	Effective Date:	November 6, 2024
Last Review Date:		Next Review Date:	November, 2027
Review Frequency:	Every 3 years	Related Supporting Documents:	Gov & HR Charter Committee Chair Charter Chair Selection Process Chair Attributes & Competencies

### Purpose

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.

### 1.0 Duties and Responsibilities

The GHRC is responsible for the facilitation of this evaluation process and the development of subsequent development plans as outlined in its Charter. The following principles of performance oversight must be followed by the GHRC:

#### 1.1. Collaboration

**1.1.1.** Performance oversight of Council and Committee Chairs must be a collaborative process that provides the opportunity for input from Council and the Executive Director who interact with Council and committees.

**1.1.2.** Council and Committee Chairs must be supported in this process, and they will have access to the GHRC for direction and support as desired throughout the evaluation process.

#### 1.2. Strategic Alignment

Performance oversight must be linked with the strategic priorities of the mandate of the organization.

#### 1.3. Evaluation Period

**1.3.1.** Performance will be assessed annually and based on the charters of Council and committees, and any development goals established annually.

**1.3.2.** Council and committees are committed to continuous feedback and evaluation. They will set aside sufficient time in their meetings, throughout the year, for evaluation.

#### **1.4. Metrics**

The metrics used to evaluate performance are established based on the charters and other policies enacted by the College and/or the *Act*. An evaluation tool will be used (Appendix xx).

#### **1.5. Evaluation Process**

**1.5.1.** Annually the GHRC will prepare an evaluation plan for the Council and Committee Chairs. Council and GHRC will agree on the scope and methodology of evaluations to be conducted each year.

**1.5.2.** The plan will include:

**1.5.2.1.** The suggested timing of the evaluations.

**1.5.2.2.** Any special issues or development needs the GHRC recommends be included in the current evaluation.

**1.5.3.** Once presented to and approved by Council, the GHRC will conduct the evaluation process.

**1.5.4.** When the evaluation process is completed, the GHRC will:

**1.5.4.1.** Prepare a report outlining the findings of the evaluation for Council and committees for Council's consideration. The report will include recommendations for learning and development, based on Council's or Committee Charter and the Council Chair's Charter.

**1.5.5.** With the support of the GHRC, Council will monitor the progress of the evaluation process including the implementation of any recommended improvements.