

**THE PERLEY AND RIDEAU VETERANS' HEALTH CENTRE (Perley Rideau)  
BOARD GOVERNANCE  
BOARD OF DIRECTORS COLLECTIVE AND INDIVIDUAL PERFORMANCE  
EVALUATION POLICY**

**Preamble**

Good governance requires a continuous cycle of planning, setting directions, monitoring progress, evaluating performance, and adjusting plans accordingly. As part of this cycle, the Board of Directors of the Perley Rideau annually evaluates both the Board's Collective and Individual performance. To know where we should be going is to be informed by where we have been.

These evaluations are intended to assess the effectiveness of the Board in the fulfillment of its principal governance responsibilities with a view to improving its collective performance. The object of these evaluations is not the scrutiny of any one individual but rather to assess on a non-attributable basis the performance of the Board of Directors. In so doing, the Board is demonstrating its accountability to its stakeholders.

**Evaluations**

There shall be three evaluations conducted, all using surveys of Directors in March or April of each year with the results and an analysis brought to the Board in May or June of each year. None of the surveys shall ask for information that could identify the individual completing the survey so that individuals may provide free and frank assessments.

The primary survey shall be the Annual Board Performance Survey. It shall cover three broad areas of Board accountability the first - Board responsibilities; the second - Board operations and the third - Board effectiveness. Each Director and the Chief Executive Officer shall be asked to rate on a scale of 1-6 each statement in the survey according to their perception of how well the Board attends to each of the factors identified in the statements. The last two statements in the survey seek comment on the most significant achievement in the past year and the most important improvement the Board could make. The survey seeks spontaneous responses based on immediate perceptions. Completed Surveys are returned to the Governance Committee for compilation and analysis.

Board Governance  
Directors Collective and Individual Performance Evaluation Policy

The next survey will be the Annual Committee Performance Survey which is intended to be completed by all Committee members in a manner similar to the Annual Board Performance Survey. The Survey is specifically directed at the workings of Committees. Completed Surveys are returned to the Governance Committee for compilation and analysis. The compilation and analysis shall be shared with the respective Chairs of each committee prior to being provided to the Board. The compilation and analysis should be shared with those members of committees who are not Directors. It is preferred, out of courtesy to the Board, that the compilation and results not be shared with non-directors until after they have been presented to the Board.

The third survey will be the Individual Directors' Self-Assessment. This survey is intended to be completed and retained by each individual director for their own use and they are not required to share the results with anyone else unless they so desire. The purpose of the survey is to allow for introspection on the part of each director so that they may assess their own effectiveness and contribution to the Board.

### **Support**

The Governance Committee is responsible for providing the support necessary to carry out the above noted surveys and to report to the Board on the results of the surveys, recommending follow-up action as required.

### **Surveys**

The following Surveys are appended hereto:

- Appendix A: Annual Board Performance Survey
- Appendix B: Annual Committee Performance Survey
- Appendix C: Individual Directors' Self-Assessment

**Approved by the Board of Directors on the 5<sup>th</sup> day of March, 2009**

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**Chair of the Board**