

# Board Evaluation Policy

<b>Policy Number:</b>	<b>GOV-002</b>
<b>Policy Category:</b>	Board Manual
<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	Chief Executive Officer
<b>Approval Date:</b>	January 19, 2023
<b>Effective date:</b>	January 20, 2023
<b>Next Review Date:</b>	2028
<b>Supersedes:</b>	June 27, 2013

## Purpose:

The board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for board improvement and any necessary follow-up action. This policy ensures that the board assesses its effectiveness. The board will evaluate its effectiveness on an annual basis, as an agenda item for the final annual (November) board meeting.

## Scope:

This policy applies to all current OPL Board members.

## Policy:

1. The chair is responsible for managing the process of the evaluation.
2. The evaluation will be done by discussing and verbally evaluating performance, referring to the board's annual work in the areas of:
  - a. policy development
  - b. planning
  - c. advocacy
  - d. relationship with the Chief Executive Officer
  - e. finance
  - f. board conduct and practice

Any identified issues by the board would be reviewed by the board chair and options to address would be brought to the next board meeting.

Feedback would be sought in advance from appropriate Library and Town staff. The Commissioner of Community Services would gather feedback and deliver it to the board in advance of the evaluation process.

The board will assess its effectiveness as an Agenda item for the annual November board meeting. During the evaluation discussion If a majority of the board feel an area of its work needs substantial improvement, this will be further discussed at a board meeting early in the following calendar year, and addressed through action plans with timelines if necessary.