

| Section 1: Board Meetings | | | | |
|---------------------------|---|--------------|-------------------|-----|
| | | Satisfactory | Needs Improvement | n/a |
| Agenda Preparation | 1. Board members provide the President with items they believe should be placed on the board meeting agenda for discussion. | 5 | 1 | 1 |
| | Comments/Suggestions for improvement: - While I've never explicitly noticed Board members adding items to the agenda, I cannot say that it does not happen. - I am aware of the process to add items to the agenda | | | |
| | 2. Board members review agenda materials prior to the board meeting. | 7 | | |
| | Comments/Suggestions for improvement: - Board members appear to come to meetings prepared. - Information is circulated in advance and reminders provided regarding upcoming meeting. | | | |
| | 3. The Board package contains sufficient information in understandable language, sensible format, and clarity of recommendations on which to base Board decisions. | 6 | 1 | |
| | Comments/Suggestions for improvement: - While the Board package contains quality, useful information, more information regarding topics that are related to, but may not necessarily directly impact Board decision-making would likely be beneficial. | | | |
| Communicating as a Board | 4. Board members are encouraged and have sufficient opportunity to participate in Board discussion of items during the course of the meeting so that proposals can be considered carefully and thoroughly and, if appropriate, put to a vote during the meeting. | 7 | | |
| | Comments/Suggestions for improvement: - There are no issues with Board members lacking opportunity to participate in discussion of items. - The President ensures that all Board members, those present and on teleconference have sufficient time to comment on all items. | | | |
| | 5. The views, perspectives and/or opinions of Board members expressed at Board meetings are received respectfully and considerately. | 7 | | |
| | Comments/Suggestions for improvement: - Opinions of all Board members are received and discussed respectfully and considerately. - The Chair offers everyone an opportunity to contribute and probes further to ensure all are heard. | | | |
| | 6. Conflict is managed productively and respectfully. | 5 | | 2 |

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| | <p>Comments/Suggestions for improvement:</p> <ul style="list-style-type: none"> - I have not had the opportunity to experience conflict with this Board. | | | |
| Conducting the Meeting | <p>7. Board members demonstrate a personal responsibility for keeping the meeting moving forward so that a sense of relative importance of time spent on agenda items emphasizes the significant issues of association governance.</p> | 6 | 1 | |
| | <p>Comments/Suggestions for improvement:</p> <ul style="list-style-type: none"> - Board members devote the appropriate amount of time to agenda items. - At times some members seem to go on too much, but okay overall. | | | |
| | <p>8. Board meetings are organized and conducted properly, e.g., starting promptly, adhering to reasonable time schedules, meeting within a decent physical environment, having adequate breaks, etc.</p> | 7 | | |
| | <p>Comments/Suggestions for improvement:</p> <ul style="list-style-type: none"> - Board meetings operate efficiently. The effort to hold meetings in other towns so as to even out travel is much appreciated as well. - Should consider holding Board meetings in Kingston more than once per year as it is the centre of the South East. - Every effort is made to adhere to an appropriate schedule and the time management strategies used by the Chair are transparent and expressed throughout. | | | |
| Suggested additional questions for this section: | | | | |

| Section 2: Board Strategic and Financial Oversight | | | | |
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| | | Satisfactory | Needs Improvement | n/a |
| Strategic Planning | <p>1. Board members exhibit an understanding of the agency's mission by constantly analyzing whether a topic brought forward before the Board falls within the agency's Core Purpose. Existing and new committees within the agency are also analyzed as to whether they are in existence to fulfill the agency's long-range objectives.</p> | 7 | | |
| | <p>Comments/Suggestions for improvement:</p> <ul style="list-style-type: none"> - Agreed - This is facilitated by having operational reports formatted to reflect strategic plan. - This was evident in my first Board meeting. | | | |

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| Communication | 2. Board members receive sufficient information about PSSEO's programs and services through Chief Executive Officer's reports, Board agenda items, and publications. Through this information, Board members are able to keep current on PSSEO in general and can render informed decisions. | 7 | | |
| | Comments/Suggestions for improvement: - Board members receive quite a bit of information relating to the programs and services of the organization | | | |
| | 3. Board members keep the President informed of concerns expressed to Officers and Directors about PSSEO and actions taken by Officers and Directors. | 7 | | |
| | Comments/Suggestions for improvement: - Agreed | | | |
| | 4. Board members are aware of the agency's insurance coverage for its Officer's and Directors' liability and general liability and have access to the detailed document through the PSSEO Website. | 6 | | 1 |
| | Comments/Suggestions for improvement: - Agreed - Yes, but a review would be good for everyone but especially for new members | | | |
| | 5. Officers and Directors are aware the agency's official spokesperson is the President or Chief Executive Officer. No communication with press or outside interests should be made by anyone other than the aforementioned. | 6 | 1 | |
| Comments/Suggestions for improvement: - Didn't know this, thanks! - Agreed | | | | |
| Financial Oversight | 6. Board members receive sufficient information about PSSEO's finances, ranging from budget documentation and custom reports prepared by the agency's Financial Manager. | 7 | | |
| | Comments/Suggestions for improvement: - Board members receive detailed financial breakdowns. - | | | |
| | 7. Board members receive the agency's annual audit in a timely manner and the report is clear and easy to understand. Audit recommendations are carefully considered. | 6 | | 1 |
| | Comments/Suggestions for improvement: - Agreed - I am new to this Board | | | |
| 8. Board members receive sufficient information and preparation materials prior to the finalization of the agency's annual budget, and take advantage of the budget process to consider the most effective allocation of limited resources. | 6 | | 1 | |

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| | Comments/Suggestions for improvement: - Agreed | | | |
| Suggested additional questions for this section: | | | | |

| Section 3: Agency Management | | | | |
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| | | Satisfactory | Needs Improvement | n/a |
| Policies | 1. The Board reviews the agency's bylaws and policies every few years and/or within the timelines as established within the policy manual and implement change/updates when necessary. | 5 | | 2 |
| | Comments/Suggestions for improvement: - Not a Board member long enough to answer - Agreed - New member | | | |
| Resource Allocation | 2. Board members, in approving and recommending a request, consider the impact upon executive staff time and other costs to be incurred to fulfill such requests. | 6 | | 1 |
| | Comments/Suggestions for improvement: - Agreed | | | |
| Staff Management | 3. Through communication and the formal Chief Executive Officer's Evaluation process Board members are able to provide constructive comments for improvements in any area where they may feel the Chief Executive Officer should change. | 7 | | |
| | Comments/Suggestions for improvement: - Agreed | | | |
| Suggested additional questions for this section: | | | | |

| Section 4: Agency Support and Promotion | | | | |
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| | | Satisfactory | Needs Improvement | n/a |
| P r | 1. I consistently promote the principles of Intentional Peer Support and the programs of PSSEO. | 7 | | |

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| Comments/Suggestions for improvement: - Agreed | | | |
| 2. I believe that PSSEO has a positive reputation among our healthcare partners and in the communities which we serve. | 7 | | |
| Comments/Suggestions for improvement: - Agreed | | | |
| 3. I attend the agency's annual meeting, training programs and agency functions on a regular basis and share with the President suggestions for how those events may be improved. | 6 | 1 | |
| Comments/Suggestions for improvement: - Agreed - Haven't had training programs; agency functions are usually at awkward times due to work. | | | |
| Suggested additional questions for this section: | | | |

| Section 5: Open Question | | | |
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| | Yes | No | n/a |
| Was there an issue(s) discussed this past year that you feel was not sufficiently resolved? | | 7 | |
| If YES , what was the issue(s), and do you have suggestions for next year's Board of Directors as to how to approach the issue better. | | | |
| Please evaluate your own personal participation with the Board. | | | |
| Response: <ul style="list-style-type: none"> - I believe my participation in the functioning of the Board is being done to the best of my ability - I feel like there doesn't always seem to be a lot I'm contributing towards - Apart from missing 2 meetings due to scheduling conflicts, I feel as though I participated well and in a positive manner with the Board. As this year has been a learning experience for me, both in terms of learning more about the organization and its mandate and purpose, as well learning more about the task of organization governance, I did not contribute as many thoughts or opinions as some more senior members of the board, however, I've never hesitated to provide input when I felt that my contribution was valuable. - I wish I lived closer and could be more involved - I attend faithfully and try to not only promote PSSEO in other spheres of influence, but apply my understanding of the health system in general to benefit the growth and success of PSSEO. - I am still new to this process and hope to increase participation in the coming months and years. - I attend meetings regularly and come prepared. I always participate in decisions. I enjoy and always do my best as Quality Assurance Lead. | | | |



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| | <p>How do you feel as a Board member you have grown and what would help you grow further?</p> |
| | <p>Response:</p> <ul style="list-style-type: none">- I don't think I've grown much yet; but it has only been 8 months- This year was a learning experience for me on multiple levels. The Board, along with the CEO, have definitely helped to make the experience as smooth as possible. Continued experience with the Board will only help me grow further.- Addictions and Mental Health Redesign has broadened my perceptions regarding realistic improvement to services and supports. I look forward to participating in that journey with PSSEO.- The ongoing support as I have already received will continue to be most helpful.- The growth of our agency is inspiration enough but we can always learn more from additional education and participation. The quality and skills of our Board members makes each meeting an educational experience. |