



MHSNSEO Board of Directors Self Evaluation Summary – 2014 Completed by the Board of Directors – April 10, 2014

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.			
	Comments/Suggestions for improvement: Board members will be invited to submit agenda items in the email that is sent prior to the Board meeting.		X	
	2. Board members review agenda materials prior to the Board meeting.			
	Comments/Suggestions for improvement: Everyone appears to come prepared. New technology will help as Board members must go to the website to view material for the meeting.	X		
	3. The Board package contains sufficient information in understandable language, sensible format, and clarity of recommendations on which to base Board decisions.			
	Comments/Suggestions for improvement: The monthly financial report was discussed. Some felt it was too much information too frequently, while others felt the detail was necessary. Board members decided to not change the frequency or detail.	X		
	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.			
Communication	Comments/Suggestions for improvement: Board members all felt that they were given sufficient opportunity to participate in discussion items.	X		
	5. The views, perspectives and/or opinions of Board members expressed at Board meetings are received respectfully and considerately.			
	Comments/Suggestions for improvement: Board members agreed.	X		

	6. Conflict is managed productively and respectfully.			
	Comments/Suggestions for improvement: There has been no conflict however when there is a difference of opinion Board members felt it was managed productively and respectfully.	X		
Conducting the Meeting	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.			
	Comments/Suggestions for improvement: Board members agreed.	X		
	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.			
	Comments/Suggestions for improvement: Board members agreed.	X		

Suggested additional questions for this section:

Section 2: Board Strategic and Financial Oversight

		Satisfactory	Needs Improvement	n/a
Strategic Planning	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.			
	Comments/Suggestions for improvement: Because of the format of the Board meeting, Board members revisit the mission/core purpose at each Board meeting.	X		
	2. Board members receive sufficient information about MHSNSEO's programs and services through Executive Director's reports, Board agenda items, and publications. Through this information, Board members are able to keep current on MHSNSEO in general and can render informed decisions.			
	Comments/Suggestions for improvement: Board members felt that they receive a great deal of information and are able to ask the ED at any time if they would like more.	X		
	3. Board members keep the President informed of concerns expressed to Officers and Directors about MHSNSEO and actions taken by Officers and Directors.			

	Comments/Suggestions for improvement: Everyone agreed.	X		
	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 MHSNSEO Website.			
	Comments/Suggestions for improvement: Everyone agreed.	X		
	5. Officers and Directors are aware the agency's official spokesperson is the President or Executive Director. No communication with press or outside interests should be made by anyone other than the aforementioned.			
	Comments/Suggestions for improvement: Everyone agreed.	X		

	6. Board members receive sufficient information about MHSNSEO's finances, ranging from budget documentation and custom reports prepared by the agency's Financial Manager.			
	Comments/Suggestions for improvement: Everyone agreed.	X		
	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.			
	Comments/Suggestions for improvement: Everyone agreed.	X		
	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.			
	Comments/Suggestions for improvement: There has not been a lot of involvement as the budget hasn't changed in the last few years. There may be more involvement in the future as the agency grows.	X		

Financial Oversight

Suggested additional questions for this section:

Section 3: Agency Management

		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 changes/updates when necessary.			

	Comments/Suggestions for improvement: Everyone agreed.	X		
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.			
	Comments/Suggestions for improvement: The ED stated that he has no issues with work load and that he is aware of the Board's concern about work load.	X		

Staff Management	3. Through communication and the formal Executive Director's Evaluation process Board members are able to provide constructive comments for improvements in any area where they may feel the Executive Director should change.			
	Comments/Suggestions for improvement: Everyone agreed.	X		

Suggested additional questions for this section:

Section 4: Agency Support and Promotion

		Satisfactory	Needs Improvement	n/a
Promotion/Involvement	1. I consistently promote and encourage others to join the agency and become involved in the organization.			
	Comments/Suggestions for improvement: Everyone agreed.	X		
	2. We maintain a positive reputation for MHSNSEO by positive promotion of our agency.			
	Comments/Suggestions for improvement: Everyone agreed.	X		
	3. I attend the agency's annual meeting, training programs and agency functions on a regular basis. I provide feedback about the meetings to the President.			
	Comments/Suggestions for improvement: An effort is made by everyone to keep Directors engaged and informed.	X		

Suggested additional questions for this section:

Section 5: Open Question

		Yes	No	n/a
	Was there an issue(s) discussed this past year that you feel was not sufficiently resolved?		X	

	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: It has been and continues to be a privilege to work with this Board. I hope that my intervention concerning French Language issues will prove to be helpful. My other main participation is to read, listen and learn about the activities of MHSNEO and as a Board member, offer support and encouragement for those activities. I find almost nothing to be critical of.
	How do you feel as a Board member you have grown and what would help you grow further?
	Response: The limited contact I have had with the community served by MHSNSEO has been very informative and contributes to my other activities related to mental health. Visiting one or more of the Peer Support locations would clearly be helpful.