

## PSSEO Board Self-Evaluation 2016

<b>Board members provide the President with items they believe should be placed on the Board meeting agenda for discussion</b>		
Satisfactory (4)	Needs Improvement (1)	N/A ( )
Comments		
<b>Board members review agenda materials prior to the Board meeting.</b>		
Satisfactory (4)	Needs Improvement (1)	N/A ( )
Comments		
<b>The Board package contains sufficient information in understandable language, sensible format, and clarity of recommendations on which to base Board decisions.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		
<b>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.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments <ul style="list-style-type: none"> <li>• Our Chair also makes sure that everyone has a chance to offer an opinion, even if you are on the phone</li> </ul>		
<b>The views, perspectives and/or opinions of Board members expressed at Board meetings are received respectfully and considerately.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		
<b>Conflict is managed productively and respectfully.</b>		
Satisfactory (4)	Needs Improvement ( )	N/A (1)
Comments <ul style="list-style-type: none"> <li>• I have not had the opportunity to experience conflict with this Board</li> </ul>		
<b>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.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		
<b>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.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		

<b>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.</b>		
Satisfactory (4)	Needs Improvement (1)	N/A ( )
Comments <ul style="list-style-type: none"> <li>• Additional explanation and clarification of the roles and responsibilities of each of the committees would be helpful. Also expectations.</li> <li>• No Committees – Leads bring reports (with CEO’s help) as necessary. Empty CEO position has been a challenge.</li> </ul>		
<b>Board members receive sufficient information about PSSEO’s programs and services through CEO 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.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		
<b>Board members keep the President informed of concerns expressed to Officers and Directors about PSSEO and actions taken by Officers and Directors.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments <ul style="list-style-type: none"> <li>• The Chair is always willing to talk with a Board member if we have a concern</li> <li>• Rarely happens</li> </ul>		
<b>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.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments <ul style="list-style-type: none"> <li>• Should be reviewed annually</li> <li>• Memories are what they are, it would always be great to have a refresher.</li> </ul>		
<b>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.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		
<b>Board members receive sufficient information about PSSEO’s finances, ranging from budget documentation and custom reports prepared by the agency’s Financial Manager.</b>		
Satisfactory (4)	Needs Improvement (1)	N/A ( )
Comments		
<b>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.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		
<b>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</b>		

<b>allocation of limited resources.</b>		
Satisfactory (4)	Needs Improvement (1)	N/A ( )
Comments <ul style="list-style-type: none"> <li>The CEO, Finance Manager and the Lead for Finance are always available for questions either individually or through the Chair</li> </ul>		
<b>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.</b>		
Satisfactory (4)	Needs Improvement ( )	N/A (1)
Comments <ul style="list-style-type: none"> <li>Have not been on the Board long enough to know if this takes place</li> </ul>		
<b>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.</b>		
Satisfactory (4)	Needs Improvement (1)	N/A ( )
Comments <ul style="list-style-type: none"> <li>Increased awareness of Board “creeping” into operational issues would be helpful so executive are not overburdened.</li> </ul>		
<b>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.</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		
<b>I consistently promote the principles of intentional Peer Support and the programs of PSSEO</b>		
Satisfactory (5)	Needs Improvement ( )	N/A ( )
Comments		
<b>I believe that PSSEO has a positive reputation among our healthcare partners and in the communities which we serve.</b>		
Satisfactory (4)	Needs Improvement (1)	N/A ( )
Comments <ul style="list-style-type: none"> <li>PSSEO needs to market themselves more as an equal partner. Not sure healthcare partners are fully informed</li> </ul>		
<b>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.</b>		
Satisfactory (4)	Needs Improvement ( )	N/A (1)
Comments <ul style="list-style-type: none"> <li>I have not been able to attend an AGM in person yet</li> </ul>		
<b>Was there an issue(s) discussed this past year that you feel was not sufficiently resolved?</b>		
Yes ( )	No (4)	N/A ( )
Comments		

**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**

Comments

**Please evaluate your own personal participation with the Board.**

Comments

- When I am able to attend the meetings in person, it is much more beneficial, however, due to my current employment in Ottawa this is a challenge and I hope it is not a detriment to the Board that my physical presence is not always possible.
- My attendance at meetings is very good and I come prepared. I will strive to do more research about how other Peer Support Services are doing and any new best practices. I will try to visit all the sites next year as the QI Lead.
- Since CEO position empty, I have been more involved in operational issues than is usual or prudent. Otherwise, I am diligent and reliable as a Board member.
- I feel that this year I've become more comfortable with my role within the Board and made efforts to become more active in my position. I contribute as best I can, and will continue to work to increase my contributions as appropriate and as needed.

**How do you feel as a Board member you have grown and what would help you grow further?**

Comments

- I think visiting some of the PSSEO locations and meeting staff would be helpful and increase my knowledge.
- I am very excited about the future of PSSEO and feel honoured to be part of a Board whose wish is that the clients have the best life possible. I have become much more knowledgeable about the AMH redesign.
- I have been studying governance laws (Bylaws, Letters Patent and Policies). I think it essential that all Directors understand their requirements in Law (perhaps just an overview).
- This year has obviously seen big changes, and things that need to be addressed, and while the changes haven't necessary been fun for the organization, I will say that they have given me the chance to become more involved within the Board, and to feel more ownership over my role with the organization. The weekend session with the Alliance was also extremely beneficial, in making clear a lot of details of our place among our partners within the system. Continued information on the system and Alliance as a whole would help to maintain understanding.