



# ANNUAL BOARD REVIEW PROCESS

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**August 28, 2023**

## ANNUAL BOARD REVIEW PROCESS

The Chair of the Board will use the metrics below to analyze the Board's performance in the previous year. For quantitative metrics, the Chair will assign a score. For qualitative metrics, the Chair should write a paragraph describing the Board's performance. If necessary, the Chair may additionally assign a subjective quantitative score to the qualitative metrics – but must explain their reasoning for future comparisons.

- **Board Attendance (Quantitative).** The Chair will measure the attendance rate of each Director at meetings throughout the year.

Director Name	Number of Meetings Attended

- **Participation and Engagement (Quantitative).** The Chair will subjectively assess the level and quality of active participation and engagement of Directors during meetings and discussions. This metric can include contributions, questions, and involvement in decision-making processes.

Director Name	Participation and Engagement (out of 5)

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- **Committee Involvement (Quantitative).** The Chair will evaluate each Director's participation with Board Committees. The Chair will assess their level of engagement, committee meeting attendance, and the quality of their contributions to committee work. The Chair will liaise with other members of each Committee to determine a Director's Committee Involvement score.

Director Name	Committee Involvement (out of 5)

- **Strategic Goal Achievement (Qualitative).** The Chair will assess the Board's progress made towards achieving the organization's strategic goals during the previous year. The Chair will also evaluate how effectively the Board supported the implementation of strategic initiatives.
- **Financial Oversight (Qualitative).** The Chair will evaluate the Board's financial oversight activities, including budget approval, financial reporting review, and adherence to financial policies and controls.
- **Board Development (Qualitative).** The Chair will assess the Board's commitment to ongoing education and development. The Chair will review the Board's participation in training programs, workshops, or conferences aimed at improving Board effectiveness and knowledge.
- **Stakeholder Relationships (Qualitative).** The Chair will review the Board's efforts to build and maintain relationships with key stakeholders, such as members, sponsors, partners, and the broader sports community.
- **Governance Effectiveness (Qualitative).** The Chair will assess the Board's adherence to governance principles and best practices, and its compliance with bylaws, policies, and legal obligations.
- **Self-Evaluation (Quantitative).** The Chair will conduct a self-evaluation survey to gather feedback from individual Directors about their own performance and the overall Board dynamics. (See below)

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# BOARD OF DIRECTORS – SELF-EVALUATION

Directors are encouraged to regularly review their own performance and their contribution to the organization. This self-evaluation tool should be administered to Directors by the Chair and tabulated by staff or an independent third party. A summary of the results can be distributed to Directors. The results of the self-evaluation tool will identify strengths and weaknesses of the Board as a whole and of the Directors as individuals.

Circle the response that best reflects your opinion. The rating scale for each statement is:

Strongly Disagree (1); Disagree (2); Agree (3); Strongly Agree (4).

Board Operation	Strongly Disagree	Disagree	Agree	Strongly Agree
The organization complies with applicable legislation	1	2	3	4
The Board approves the organization's policies and procedures	1	2	3	4
The Board approves the Terms of Reference for the organization's committees	1	2	3	4
Directors are actively involved with the development of the organization's strategic objectives	1	2	3	4
Directors are aware of each of their responsibilities	1	2	3	4
Directors communicate with each other effectively	1	2	3	4
The Board is aware of the financial position of the organization	1	2	3	4
The Board works well with Members	1	2	3	4
The Board works well with other sport organizations	1	2	3	4
The Board works well with sponsors and other funders	1	2	3	4

OVERALL RATING (add the circled numbers)

☐ Poor (10-20) ☐ Satisfactory (21-33) ☐ Excellent (34-40)

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<b>Board Meetings</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
Meeting agendas are provided on time to all Directors	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Reports are provided on time to all Directors before meetings	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
The Chair chairs meetings effectively	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Directors are given appropriate opportunities to contribute and participate at meetings	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
All Directors come to meetings prepared	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
All Directors respect confidentiality of Board business and Board deliberations	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
All Directors always declare any conflicts of interest	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
All Directors support the majority decisions of the Board and speak with a unified voice	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
All Directors conduct themselves in a manner in line with the organization's policies (e.g., the Code of Conduct)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
The Board makes decisions objectively and collaboratively in the best interests of the organization	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

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<b>Myself as a Director</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
I am aware of what is expected of me as a Director	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I read the records of proceedings, Committee reports, and all agenda items before each meeting.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I participate on Committees as requested or appointed	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I am familiar with the organization's By-laws and policies	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I understand the organization's financial position	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I always declare any conflicts of interest	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I support Board decisions when they are made even when I do not agree with them	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I represent all Members	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I understand my legal duties as a Director	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
I am a valuable member of the Board	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

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# BOARD OF DIRECTORS – SKILLS ASSESSMENT

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Rate your level of commitment, skill or expertise in each of the following areas. Place an X in the appropriate box. Please be honest. Results will be aggregated and your response will be anonymous.

	High	Medium	Low / NA
Belief in / Support of Objectives			
Experience on Not-for-Profit Boards			
Knowledge of the amateur judo sector			
Financial Management			
Fundraising			
Sponsorship			
Human Resources			
Technology / IT			
Leadership			
Legal			
Lobbying / Advocacy			
Marketing / Public Relations			
Organizational Management			
Risk Management			
Strategic Planning			

*Approved by Board on August 25, 2023*