

	Policy Name	ANNUAL BOARD SURVEY POLICY	
	Policy Number	BOD-008	Rev 0
	Created By	Governance Committee (Oct 2022)	
	Approved By	Board of Directors	
	Date Approved	October 30, 2022	

# ANNUAL BOARD SURVEY POLICY

## 1. PURPOSE

The purpose of this policy is to establish basic guidelines for an annual survey of the Board of Directors (“Board”) of the Alpine Club of Canada (“Club”). The purpose of this survey is to allow all Board members the opportunity to share their opinions anonymously on a range of Governance and Organizational matters. The survey is intended to be a listening exercise and will be administered by the Governance Committee, with a report provided to the Board regarding the results.

This survey is being done for three reasons:

1. Boards and Board members have a lot of potential power and ability to impact the organization for better or worse. They very often operate in a feedback vacuum, and despite board turnover there is often very little discussion of overall board effectiveness and satisfaction.
2. Regular board assessment supports the effectiveness, efficiency and satisfaction of the individual Directors and the collective Board and helps to identify areas for growth and training needs.
3. Finally, this survey provides an anonymous way for board members to raise concerns they do not feel comfortable raising in person

## 2. APPLICATION AND SCOPE

The Governance Committee (“GovComm”) will perform a Board survey on an annual basis. The steps related to this survey are:

- A. The survey questions will be drafted by the GovComm and reviewed with the Chair. An example of the proposed list of questions is supplied in an appendix of this policy, and the questions may change from year to year based on Board requirements.
  - Try to keep to reasonable length e.g., 15 to 30 minutes to complete
  - Consists of open-ended questions
  - Includes questions to give feedback to the board chair and other directors regarding their performance.
- B. To ensure anonymity of all Board members responses, the survey will be administered by a GovComm member and not the Secretary. Furthermore, the survey will be administered in a way that responses cannot be linked to specific board members.
- C. The survey will be administered in November of each year, with Board members will be provided with two weeks to complete the survey, with reminders set to non-responders.
- D. The survey is closed, and GovComm members analyze the data and create a draft report.
- E. A draft report is shared with GovComm and Board Chair for feedback, revisions made if necessary.

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- F. Aggregated results (i.e., key themes with supporting comments - but not the full verbatim data) are shared with the whole board. Board chair will see verbatim comments.
- Option to share with ED. Target date: December board meeting
  - Where required, a Board Development Plan for the upcoming year including a written plan can be developed that can be reviewed regularly at board meetings.

### 3. OUTCOMES

The outcome of this policy is that all Board members will be given the ability to share feedback on the Board, their performance and suggestions for improvement.

### 4. MANDATORY REQUIREMENTS

This is not an optional process, and an annual Board survey will be completed.

For the inaugural survey the Board Survey will include the following questions, though future iterations can include different questions without the need to update this policy:

- Generally, boards have several governing roles/responsibilities including risk management, hiring and assessing the ED, approving long and short-term direction, ensuring adequate finances and ensuring legal and ethical operations. How do you feel the Board has been at these responsibilities in the past year?
  - Below Expectations, Meets Expectations, Exceeds Expectations
  - Why did you give that rating?
- Do you feel all board members fulfill their board obligations and deliver on their commitments on time and with quality?
  - Yes, Unsure or No?
  - Why do you feel this way?
- Is the Board ensuring the club is making progress addressing the biggest risks facing the ACC?
  - Yes, Unsure or No?
  - What progress are we making?
- Is the Board effective at setting strategy and ensuring yearly goals reinforce our long-term strategy?
  - Yes, Unsure or No?
  - Why do you feel this way?
- Is the Board effective at providing oversight on the budget and finances of the ACC?
  - Yes, Unsure or No?
  - Why do you feel this way?
- Is the Board effective at setting the ED's performance goals, supporting the ED, and evaluating the ED's performance?
  - Yes, Unsure or No?
  - Why do you feel this way?
- Are Board meetings effective?
  - Yes, Unsure or No?
  - Why do you feel this way?
- Is the President effective in their role of leading the Board and ensuring the Board performs at a high level?
  - Yes, Unsure or No?
  - Why

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9. Are you comfortable raising concerns at Board meetings?
  - Yes, Unsure or No?
  - Why and/or what concerns do you have? Are there issues being left unsaid?
10. Do you feel you contribute value to the board?
  - Yes, Unsure or No?
  - Why do you feel this way?
11. Where would you like to see the Board improve?
  - Please list your thoughts on areas of improvement
12. What do you think the Board is doing best?
  - Please list your thoughts on our strengths

#### REVISION HISTORY

Date	Description
29-Oct-2022	Rev 0: Approved by Board of Directors