

5.1.1 Board of Directors Self-Assessment Questionnaire A

1. Vision and mission

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n' t K n o w
	1	2	3	4	5	X
1.1. The Board has developed and periodically reviews a mission statement for the CSBA.						
1.2. The Board has established goals for the association and regularly reviews them.						
1.3. The Board provides opportunities for member associations' input when developing association goals.						
1.4. The Board develops policies that contribute to the fulfillment of its vision.						
1.5. The Board holds the CSBA executive director accountable for realizing the vision, mission and goals of the association.						

2. Governance

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n , t K n o w
	1	2	3	4	5	X
2.1. The Board exercises leadership through the development and monitoring of policy.						
2.2. The Board periodically reviews its policies and constitution.						
2.3. The Board ensures that procedures are in place for policy development and to assess policy implementation.						
2.4. The Board follows a procedure to ensure that the CSBA executive director follows policies.						
2.5. The Board approaches issues from a national perspective.						
2.6. The Board supports majority decisions of the Board of Directors.						
2.7. The Board adheres to the Constitution/ByLaws.						
2.8. The Board ensures that financial controls are in place.						
2.9. The Board sets future vision and priorities for the CSBA based on the best interest of students.						
2.10. The Board ensures that each committee has terms of reference approved by the Board.						

2.11. The Board respects the roles and responsibilities of the President, Vice President, CSBA Executive Director and fellow board members.						
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3. Advocacy

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n' t K n o w
	1	2	3	4	5	X
3.1. The Board is an advocate for public education and for the needs of all Member Associations.						
3.2. Member Associations are treated fairly and reasonably in matters concerning their collective and individual member welfare.						
3.3. The Board assesses all proposed policy changes in terms of the effect on Member Associations.						

4. Resources

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n' t K n o w
	1	2	3	4	5	X
4.1. The Board's services are considered when making financial decisions.						

4.2. In budgeting, the Board provides the best possible services within available resources.						
4.3. The Board ensures that financial information is presented in an easily understandable format.						
4.4. The Board balances the financial resources of the CSBA with the need to provide a comprehensive level of service.						

5. Board Member Relations

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n , t K n o w
	1	2	3	4	5	X
5.1. Board members deal respectfully with each other.						
5.2. All members are treated as equals.						
5.3. The Board recognizes and respects each member's right to express opinions.						
5.4. Once a decision is made, the members support the decision.						
5.5. The Board creates opportunities for informal interaction among members.						
5.6. Differences of opinion among members are dealt with openly and are not considered personal.						

6. Openness

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n' t K n o w
	1	2	3	4	5	X
6.1. The Board ensures that the agenda is posted well in advance of board meetings, in sufficient time for study.						
6.2. Members familiarize themselves with the agenda and all relevant attachments prior to the meeting.						
6.3. Items are not added to the agenda after it has been circulated to directors unless it is essential that the matter in question be dealt with at that meeting.						
6.4. Committees facilitate Board decision-making by deliberating on complex matters and making recommendations to the Board based on these deliberations.						
6.5. The Board gives due respect to the recommendations of committees.						
6.6. The Board makes effective use of meeting time.						
6.7. The Board exercises control over meeting agendas.						
6.8. Procedures are in place to allow board members to introduce topics for board consideration.						

7. Communications

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n , t K n o w
	1	2	3	4	5	X
7.1. The Board limits in-camera meetings to essential matters.						
7.2. The Board takes time to make decisions carefully.						
7.3. The Board communicates effectively with the CSBA Executive Director.						

8. Public and Media Relations

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n' t K n o w
	1	2	3	4	5	X
8.1. The Board keeps Member Associations informed about matters that will affect them.						
8.2. The president's role as CSBA spokesperson is respected by all members.						
8.3. The CSBA, through the members, is visible in member association affairs.						
8.4. The members recognize that authority rests with the corporate body, and do not individually make commitments or statements on the board's behalf without authorization.						
8.5. Members represent their association and inform their association about the board's decisions.						

9. Board – Executive Director Relations

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n , t K n o w
	1	2	3	4	5	X
9.1. The Board demonstrates that it values the CSBA Executive Director’s professional opinion, and seeks his or her recommendations on all important matters.						
9.2. The Board and the CSBA Executive Director jointly participate in a planning process to establish clear goals.						
9.3. The Board and the CSBA Executive Director work cooperatively to ensure that the CSBA’s goals are achieved.						
9.4. The Board ensures that staff provides the Board with accurate and timely information on which to base its decisions.						
9.5. The Board recognizes the authority of the CSBA Executive Director to deal with day-to-day operations of the association.						
9.6. The Board ensures that the CSBA Executive Director provides the board with regular reports on major areas of operation.						
9.7. The Board periodically reviews and clarifies its relationship with the CSBA Executive Director.						

10. Member – Association Liaison

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n , t K n o w
	1	2	3	4	5	X
10.1. Members are knowledgeable of and able to speak about the policies, approved motions and direction of their association.						
10.2. Members provide constructive input to improve the service of the CSBA to Member Associations.						
10.3. Members act as liaison between the member association and the CSBA.						
10.4. Members provide a report to the CSBA on behalf of their member association at each regular CSBA Board of Directors meeting.						
10.5. Directors provide regular reports to their member association on the activities of the CSBA.						

11. Participation

	N e v e r	R a r e l y	S o m e t i m e s	F r e q u e n t l y	A l w a y s	D o n' t K n o w
	1	2	3	4	5	X
11.1. With the exception of special circumstances, members attend all meetings of the Board of Directors and Committees of which they are a member.						
11.2. Members are prepared for meetings.						
11.3. With the exception of special circumstances, members attend the AGM and Special General Meetings.						
11.4. Members ensure that an alternate attends on their behalf when they are unable to attend.						