

## 5.7.1 - Performance Appraisal Questionnaire

### Section 1: Position Responsibilities

	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
The CSBA executive director effectively and efficiently:	1	2	3	4	5	X
1. Supports the President, Vice President and Board of Directors.						
2. Ensures the sharing of information among the provincial school board associations						
3. Works together with the designated provincial host board to organize an annual national congress.						
4. Implements the decisions of the Board of Directors implementing and monitoring the strategic plan, and managing the day-to-day affairs and operations of the CSBA.						
5. Promotes and engages in public relations within parameters and budget allocations approved by the Board of Directors.						
6. Ensures support of and follow-up to priority setting, policy planning and organizational development based on the Strategic Plan developed by the Board of Directors.						
7. Supports, implements and coordinates the activities and policies of the CSBA as determined by the Board of Directors and outlined in the strategic plan.						
8. Facilitates sharing, cooperation, and support amongst all member associations.						
9. Monitors and reports on pertinent government and educational organization matters as to how they may affect member associations or the CSBA.						

10. Supports the CSBA relationship with the Council of Ministers of Education Canada (CMEC) and any other organization as directed by the Board of Directors						
11. Produces and disseminates CSBA communications including the management of the CSBA website, and social media.						
12. Manages the overall administration of the CSBA, including policies, procedures and operations, and the national office.						
13. Manages the finances of the association within the approved budget, authorizing and ensuring that all expenditures are in line with the CSBA expense policy, and ensures the annual audit is completed.						
14. Manages all physical assets and property of the association.						
15. Ensures that the Board of Directors is fully informed of all operations of the association.						
16. Acts as Secretary for the Board of Directors ensuring timely, accurate agendas, minutes, the development of Board packages, and tracking of motions and actions.						
17. Ensures a balance between managing the operations of the CSBA with promotion and public relations, understanding that the financial and management operations of the organization takes precedence over promotion and public relations.						
18. Carries out other tasks and duties as directed by the President and Vice President, and Board of Directors.						

**Comments:**

**Section 2: Personal Qualities**

	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
19. Models a high standard of ethics in all professional and interpersonal matters.						
20. Exercises good judgement - knows when to take initiative and when to refer a decision to the board.						
21. Develops and maintains positive working relationships with all members of the board of directors.						
22. Develops and maintains positive working relationships with external partners and organizations.						
23. Communicates effectively through written and spoken work and is clear and persuasive with the board and as a spokesperson for the association.						
24. Is consensus driven - able to effectively lead the board in maintaining a national perspective, while respecting jurisdictional priorities and governance structure?						
25. Manages time effectively.						

**Comments:**

