

GOVERNANCE PROCESSES

Policy Title	Policy Number
Council Annual Performance Evaluation	GP-26
	Date of Approval
	January 3, 2018
Responsible Authority	Date of Revisions
CMLTM Council	June 5, 2021, April 23, 2022
	Page(s)
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CMLTM Council Evaluation

The CMLTM Council shall conduct an evaluation of the Council’s performance once a year to reflect on the following items:

1. The Council’s Committee structure supports the Council’s ability to make decisions.
2. The Council ensures that the organization has a long-term strategic plan and that this guide planning and decision making throughout the organization.
3. The Council focuses on long-term results and substantial policy issues rather than the operational detail.
4. The Council makes decisions in accordance with the organization’s values and ethical guidelines (e.g. conflict of interest, confidentiality)
5. Once informed, the Council is prepared to act to ensure that the organization’s objectives are met, and performance is satisfactory.
6. The Council ensures that the organization complies with relevant laws and regulations.
7. The Council regularly reviews its policies and assesses compliance with them.
8. The relationship between the Registrar/CEO and the Council is clearly defined.
9. The Council respects the role of the Registrar/CEO to manage the organization.
10. The Council evaluates the Registrar/CEO’s performance annually, with a structured process and criteria.
11. The Council supports the Registrar/CEO’s continuing education and development.
12. The Council trusts the Registrar/CEO.
13. The Council has effective two-way communication with the Registrar/CEO.
14. The Council meetings are interesting.

The evaluation will take place between September and December following the Strategic Planning session.

The approved evaluation form will be circulated. Results will be collected by the Council Chair. The Chair will summarize the results, maintaining individual confidentiality and circulate the summary to the Council for discussion. The Chair will record potential areas for improvement. At the next Council meeting, an overall report identifying action planned or taken, will be presented.

The following items will be considered:

- Council and Committee composition
- Training and development
- Planning and identification of future opportunities
- Policy development and approval
- Accountability to the membership
- Relations with Registrar/CEO and Staff
- Other (i.e. external relations)