

## **TEMPLATE: Board Effectiveness Survey**

From Hot Docs and is used to gage the overall effectiveness of the board.

This survey is designed to assess the perceptions of Hot Docs Board members in terms of how well the Board functions as a unit. The survey is divided into the following sections:

- Orientation
- Board Duties and Responsibilities
- Meetings
- Board Structure and Operation
- Stewardship
- Board Communication
- Enhancing the Performance of the Board

Please respond to the question(s) within each section and elaborate on your responses by commenting freely. Some questions will also ask you to provide a rating. Please be frank, open, and honest as you reflect on and respond to each question. Your input is valuable in helping us to establish a Board that is responsive, productive, unified and effective.

### **ORIENTATION**

1. Are new members adequately briefed on the organization and its history?

- Yes
- No

Comments:

### **BOARD DUTIES AND RESPONSIBILITIES**

2. Are the responsibilities of the Board members clearly understood by all members?

- Yes
- No

Comments:

3. Do you think the Board is sufficiently aware of Hot Docs' strategic plans, business plans, values and mission in order to deliberate on the key items of business which come before it?

- Yes
- No

Comments:

4. Is the role of the Board as a whole clearly defined and understood?

Yes

No

Comments:

5. Have you had sufficient opportunities to become acquainted with:

a) Hot Docs senior staff  Yes  No

b) Programmers  Yes  No

c) TDF senior staff  Yes  No

Comments:

6. Are there things that the Board (or its committees) is not doing but you believe it should be doing?

Yes

No

Comments:

## **MEETINGS**

7. Are meetings of the Board and committees appropriate and effective as to frequency, length, and location?

Yes

No

Comments:

8. Is the Board being provided with enough relevant information in a timely and comprehensible way to conduct business effectively and for you to discharge your duties as a Director properly?

Yes

No

Comments:

9. Do topics at Board meetings reflect the right priorities and are they approached with a view to solving the problems they pose?

- Yes
- No

Comments:

10. Are the Board discussions open, frank and comprehensive?

- Yes
- No

Comments:

## **BOARD STRUCTURE AND OPERATIONS**

11. Is the Board the right size and composition?

- Yes
- No

Comments:

12. Are the committee and operational structures of the Board efficient and effective?

- Yes
- No

Comments:

13. Is there the right balance between the mandates of the Board and its committees to permit appropriate focus on details without precluding the full Board's ability to focus on key strategic issues?

- Yes
- No

Comments:

14. Do the members of the Board have the necessary skill sets to fulfill their roles?

Yes

No

Comments:

15. Do the Committee Chairs provide appropriate leadership for the committees to fulfill their roles?

Yes

No

Comments:

16. Do the Board Co-Chairs provide appropriate leadership for the Board to fulfill its responsibilities?

Yes

No

Comments:

## **STEWARDSHIP**

17. In your opinion, to what extent does the Board provide leadership at the appropriate strategic level?

1    2    3    4    5

## **BOARD COMMUNICATION**

18. Could the Board communication be improved with:

a) Management  Yes  No

b) Other Board Members  Yes  No

Comments:

19. Do you have adequate opportunity to participate at Board meetings and to freely express your thoughts and observations?

Yes

No

Comments:

20. Do you believe that the opinions of individual Directors are satisfactorily encouraged and valued?

Yes

No

Comments:

21. Does the Board effectively communicate externally with the filmmaking community, the broadcast industry and the cultural sector?

Yes

No

Comments:

## **ENHANCING THE PERFORMANCE OF THE BOARD**

22. Are Board members providing the appropriate direction to the affairs of Hot Docs?

Yes

No

Comments:

23. To what extent has the Board achieved the objectives it set for itself in 2003-2004?

1      2      3      4      5

Comments:

24. Are there opportunities to improve the overall effectiveness of the Board?

Yes

No

Comments:

25. How would you grade the overall effectiveness of the Board? (please circle one).

A+   A   A-   B+   B   B-   C+   C   C-   D+   D   D-

Thank you for your participation.