



## **Friends of Pheasant Branch Conservancy, Inc. Board Self-Evaluation Policy and Procedures**

**1. Purpose:** This is the policy of FOPBC with respect to evaluating the Board as an effective organization. This is a foundation for continuous improvement of the organization. This self-evaluation is NOT an assessment of personal performance of individual board members. The Board Self-evaluation will be completed annually, before the end of the February board meeting of the following year.

### **2. Administration**

- **The Chair of the Governance Committee** is the administrator (“Administrator”) of this Policy. The Administrator’s responsibilities shall include the maintenance of this policy, as well as the timely execution of it each year.
- **The Board of Directors** will review this policy at least once every three years. This Policy may be amended by a vote of a majority of a quorum of the Board.

### **3. Committee Responsibilities**

- By December 1, each committee chair will provide the board with a written summary of progress in achieving the committee’s goals and objectives for the year. This report will highlight issues and concerns that the Board should consider.

**4. Board Members Responsibilities:** By December 1, each board member will provide the chair of the Governance Committee with written responses to the following questions:

- **What you think the board is doing well?**
- **In what ways could the board be improved?**
- **How might board committees collaborate achieve goals/objectives of the Strategic Plan?**

### **5. At the February meeting:**

- The Governance Committee will review board members’ responses to item 4, above. This summary of members’ responses will have been provided to board members by February 1.
- At the February board meeting, the President, in conjunction with committee chairs, will present for discussion all of the above information, and identify organizational changes and goals needed, if any, for the coming year.

### **6. Version History**

- Approved at Board of Directors meeting on October 16, 2017.
- To be reviewed by BOD to ensure it is still valid and current on or before Oct. 16, 2020