



INSTRUCTIONS

- Refer to the Charter of Expectations for Appointees to Governing Boards on Page 2 and use these parameters in evaluating performance.
- If you require more space, attach a separate sheet.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector organizations under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Board Resourcing and Development Office by email at abc@gov.bc.ca or by telephone at 604 775-2095.

PART A – GENERAL INFORMATION

NAME OF BOARD OR PUBLIC SECTOR ORGANIZATION		APPRAISAL PERIOD MMM / YYYY	
		FROM:	TO:
NAME OF INDIVIDUAL BEING APPRAISED (appraisee)		NAME OF APPRAISER (usually a board or committee chair)	

PART B – PERFORMANCE APPRAISAL

- Degree and value of participation:
- Commitment to the Organization’s mandate:
- Attendance (during appraisal period):

	NUMBER OF MEETINGS	NUMBER OF UNEXCUSED ABSENCES
REGULAR BOARD MEETINGS		
COMMITTEE MEETINGS		

Type of committee(s) the appraisee serves on [check (✓) all that apply]:

- Audit
 Finance
 Governance
 Human Resources
 Risk Management
 Other: _____

4. Additional comments:

5. Does the skill set brought forward by the appraisee fit with the future needs of the Board/Organization? YES NO

PART C – CERTIFICATION

I confirm the information on this form is true and complete to the best of my knowledge.

SIGNATURE OF APPRAISER (type your name to sign electronically)	DATE SIGNED DD / MMM / YYYY

CHARTER OF EXPECTATIONS FOR APPOINTEES TO GOVERNING BOARDS

Board Appointees owe the Organization they serve a commitment to making the best possible decisions. Appointees must carefully adhere to these principles and responsibilities. They must strive for high standards of accountability and fiduciary duty.

PRINCIPLES

Compliance

- You must ensure compliance with all accounting and audit principles;
- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies that apply to the Organization; and
- Know the Organization's mandate.

Accountability

- You must ensure the accuracy of financial information;
- Base your decisions upon facts and reliable information; and
- Properly inform yourself before taking action.

Integrity

- In making decisions, you must always act in the best interests of the Organization;
- Ensure integrity in all dealings with and on behalf of the Organization, including via social media platforms;
- Maintain the confidentiality of information received by you in your capacity as board member both during and after your appointment;
- Maintain the ongoing responsibility to disclose real or perceived conflicts of interest; and
- Avoid real or perceived conflicts between your own private interests and the best interests of the Organization.

RESPONSIBILITIES

Strategic Planning

- Provide input to management on emerging trends and issues; and
- Review and approve management's strategic plans, including significant capital allocations and expenditures.

Performance Monitoring and Reporting

- Monitor corporate performance against strategic and business plans; and
- Evaluate corporate performance reporting.

Organizational Leadership

- If legislation allows, appoint, monitor and evaluate the performance of the CEO/President;
- If legislation allows, replace CEO/President if necessary; and
- Ensure succession planning.

Risk Assessment

- Identify principal risks to the Organization's operations and ensure that appropriate systems are in place to manage and monitor these risks; and
- Review and approve material transactions not in the ordinary course of business.

Public Policy

- Understand the significance of the role of the Organization as an instrument of public policy; and
- Monitor performance of the Organization in relation to the strategic objectives of the shareholder.

Governance

- Ensure the Organization aligns with the [taxpayer accountability principles](#);
- Establish appropriate governance structures to ensure efficient and prudent stewardship of the Organization;
- Assess the board's own effectiveness including monitoring the effectiveness of individual board members; and
- Participate as appropriate on board committees including: Audit, Finance, Risk Management, Governance and Human Resources.