

Section C: Co-Chair Assessment

THE CO-CHAIR ASSESSMENT FORM

Co-Chair performance is assessed using this Section C. The first seven performance statements are the same as those for the board member assessment in Section B. Additional Co-Chair competencies are included thereafter. A checklist is provided to assist in analyzing performance.

PREPARING FOR THE CO-CHAIR ASSESSMENT

Co-Chairs and board members prepare for the Co-Chair assessments by reviewing the document and reflecting on each Co-Chair's personal contribution to the work of the board. This reflection should include:

- affirming each Co-Chairs' strengths; and
- identifying areas for further development.

CONDUCTING THE CO-CHAIR ASSESSMENT

It is recommended that:

- the assessment be completed by the Co-Chairs and the board as a group, reaching a consensus on the responses where possible;
- the CEO be included in the group Co-Chair assessment;
- the assessment feedback be approached positively; and
- this assessment be facilitated by someone who is not on the board, in order to maximize discussion and involvement by the Co-Chairs and the board.

Boards may wish to consider using the following process when conducting Co-Chair assessments.

- Each Co-Chair indicates their performance self-assessment based on the indicators in the Co-Chair assessment form. Board members have the opportunity to ask questions for clarification.
- The Co-Chairs leave the room and the board members discuss the performance of each Co-Chair, coming to a preliminary consensus. CEOs should have an opportunity to provide their comments.
- The Co-Chairs return, and the facilitator summarizes the results of the board discussion in relation to each Co-Chair and how they function as a team.
- If necessary, discussion will continue between the Co-Chairs and the board as a group, reaching consensus on the responses where possible for each Co-Chair.
- If consensus cannot be reached, the Co-Chairs may include a statement indicating where they do not agree with either assessment.

Board Resources and Development is available to facilitate this session (which can normally be done the same day as the board assessment session).

Completed Co-Chair assessments are sent to Board Resources and Development by January 31 of each year. Boards are also encouraged to include a letter (optional) summarizing the Co-Chair assessment results and highlighting any additional observations or comments.

A copy of the completed Co-Chair assessments and optional letters are also placed on file at the CFSA regional office. Each Co-Chair receives a copy of their assessment.

POST-ASSESSMENT

CFSA Boards

The results of the Co-Chair assessments are used by the boards to affirm Co-Chairs' strengths and to identify areas for further development.

Board Resources and Development

Board Resources and Development sends a copy of each Co-Chair assessment to the Minister, and the results are used to inform reappointment decisions. Results of the Co-Chair assessments are used by Board Resources and Development to identify:

- common development needs; and
- specific needs within a region with which Board Resources and Development might assist.

Overseeing the Performance of the Authority

The Co-Chair:

	Yes	No	Comments (optional)
Understands general principles of governance.			
Demonstrates a working knowledge of the Authority governance role, responsibilities and accountabilities.			
Demonstrates a working knowledge of the reporting relationships, responsibilities and accountabilities among the Authorities, the board, the CEO, the Minister and the Deputy Minister.			
Is able to build and maintain an effective working relationship with the CEO.			
Is able to make timely and sound decisions based on information available.			

Demonstrated strengths:

Areas that are challenging:

Learning opportunities:

Community Engagement

The Co-Chair:

	Yes	No	Comments (optional)
Is able to identify key stakeholders in the region.			
Is able to identify trends and needs impacting children and families within the communities served by the Authority.			
Assists the board in developing formal and informal relationships with stakeholders.			

Demonstrated strengths:

Areas that are challenging:

Learning opportunities:

Values

The Co-Chair demonstrates:

	Yes	No	Comments (optional)
A commitment to strengthen children, families and communities.			
Respect, empathy, sensitivity and ethical behaviour.			
A recognition of the perspectives of, and challenges facing Aboriginal and other people.			
Openness to new and different ideas and approaches.			
A commitment to consensus building and capacity building.			
A commitment to moving the mission of their Authority forward.			
An ability to seek and apply the unique vision of communities served by their Authority to board planning and decision making.			

Demonstrated strengths:

Areas that are challenging:

Learning opportunities:

Interpersonal Skills

The Co-Chair:

	Yes	No	Comments (optional)
Is able to work effectively with individuals and diverse groups of people.			
Engages in effective, on-going and culturally sensitive communication.			
Demonstrates conflict resolution and negotiation skills.			
Is an effective advocate within his/her role.			
Encourages others to speak and contribute.			
Gives and receives constructive feedback.			

Demonstrated strengths:

Areas that are challenging:

Learning opportunities:

Strategic Thinking

The Co-Chair:

	Yes	No	Comments (optional)
Analyzes information and evaluates outcomes.			
Assesses risks to the organization and the services provided.			
Contributes to shaping the vision and strategies for the Authority.			

Demonstrated strengths:

Areas that are challenging:

Learning opportunities:

Leadership Style

The Co-Chair:

	Yes	No	Comments (optional)
Respects differences in leadership styles between Aboriginal and non-Aboriginal board members.			
Ensures the Aboriginal perspective is an on-going priority and is strongly reflected in the work of the board.			
Encourages participation in decision-making.			

Demonstrated strengths:

Areas that are challenging:

Learning opportunities:

Participation and Commitment

The Co-Chair:

	Yes	No	Comments (optional)
Regularly attends board meetings.			
Comes to meetings having read the pre-reading material.			
Participates on board committees.			
Represents the board on regional committees or work groups.			
Participates on provincial committees.			
Participates positively in all aspects of the Co-Chair's work with the CFSA.			

Demonstrated strengths:

Areas that are challenging:

Learning opportunities:

Co-Chair competencies:

The Co-Chair:

	Yes	No	Comments (optional)
Works effectively within the unique Co-Chair partnership role.			
Chairs meetings, effectively facilitating discussions using a consensus model.			
Has developed and maintains a good working relationship with the Assembly of Co-Chairs.			
Effectively manages the work of the board and meets all legislative requirements.			
Provides effective leadership to the board.			
Has built and maintains positive working relationships with the Minister and Deputy Minister.			
Has built, maintains and manages the working relationship with our CEO.			

Demonstrated strengths:

Areas that are challenging:

Learning opportunities:

CO-CHAIR DEVELOPMENT PLAN

Based on the completion of the Co-Chair assessment and the discussion with the board, I commit to the following development plan for the coming year.

Activity	Date	Anticipated Outcomes
1.		
2.		
3.		

Other Comments (optional):

Co-Chair Statement:

I have completed the Co-Chair assessment and discussed my performance with the board.

I understand that the results of my assessment will be forwarded to Board Resources and Development for transmittal to the Minister and will be used to prepare my development plan and inform the reappointment process (if applicable). A copy will be kept on file at the Authority offices.

Signature

Date