

HAINES BOROUGH BOARD/COMMITTEE EVALUATION

Board/Committee Evaluation Form

I. Board/Committee Mission and/or Purpose				
Rate the Board/Committee as follows:				
3: (Excellent) – Mission and/or Purpose is clearly stated and used as a guide for committee work.				
2: (Acceptable) – Mission and/or Purpose is stated and used at most times as a guide.				
1: (Needs Improvement) – Mission and/or Purpose is stated, but not used as a guide.				
0: (Unsure) – Mission and/or Purpose is not stated.				
Board/Committee Mission and/or Purpose	Excellent	Acceptable	Needs Improvement	Unsure
Is there a written, clear, and concise mission/ purpose that directs the Board/Committee work?				
Do the board/committee members understand the mission/purpose of this group?				
Is this board/committee fulfilling its intended purpose/mission?				
Notes:				

II. Group Membership				
Rate the Board/Committee as follows:				
3: Excellent – Expectations are consistently met.				
2: Acceptable – Expectations are sometimes met.				
1: Needs Improvement – Expectations are rarely met.				
0: Unsure – No evidence that expectations are understood or met.				
Group Membership	Excellent	Acceptable	Needs Improvement	Unsure
Is the prescribed size of the board/committee appropriate to achieve its mission?				
Does this board/committee have a recruitment strategy to fill open seats?				
Do new members receive sufficient orientation to their role?				
Do board/committee members possess the relevant experience to participate on this board?				
Does this board/committee currently have open seats to fill? (Check appropriate box.)	Yes		No	
Notes:				

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III. Meeting Logistics & Compliance				
Rate the Board/Committee as follows:				
3: Excellent – Expectations are consistently met. 2: Acceptable – Expectations are sometimes met. 1: Needs Improvement – Expectations are rarely met. 0: Unsure – No evidence that expectations are understood or met.				
Meeting Logistics + Compliance	Excellent	Acceptable	Needs Improvement	Unsure
Is there a regular meeting schedule?				
Do meetings start and end on time?				
Are meetings held in-person and via Zoom?				
Are meetings posted on the borough website/calendar?				
Are agendas and meeting materials posted on the borough website/calendar 72 hours prior to the meeting?				
Do meetings followed the agenda as specified?				
Does the board/committee record meeting minutes?				
Are accurate meeting minutes submitted to the borough clerk?				
Are meeting minutes made available to the public?				
Did this board/committee submit an annual report on the preceding 12-month period ending June 30 th deadline by July 30 th ? (HBC 2.60.120)	Yes		No	
Notes:				

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IV. Board/Committee Effectiveness				
Rate the Board/Committee as follows:				
3: Excellent – Expectations are consistently met. 2: Acceptable – Expectations are sometimes met. 1: Needs Improvement – Expectations are rarely met. 0: Unsure – No evidence that expectations are understood or met.				
Board/Committee Effectiveness	Excellent	Acceptable	Needs Improvement	Unsure
Is there strong attendance/participation in meetings from board/committee members?				
Does the board/committee offer sufficient time for public comment?				
Does the board/committee have an effective chair (e.g., relevant experience, content knowledge, proven leadership skills)?				
Are all members of the board interested in and prepared to engage in the meeting topics?				
Does each board member engage in effective collaboration (e.g., inclusive, meaningful dialogue, openness to input) to arrive at decisions?				
Does the board/committee constructively engage in difficult matters, when necessary?				
Do board members communicate in thoughtful and respectful ways (during meetings and otherwise)?				
Do committee members rely on evidence (e.g., accurate, complete, timely information) to make decisions over speculation or anecdote?				
Do all board members feel comfortable and have sufficient opportunities to contribute ideas?				
Does the board/committee have access to the information/data it needs to make decisions?				
Does the Assembly Liaison provide information and adequate support for committee work?				
Notes:				