

## Council Policy

Policy Title	Council Effectiveness Evaluation Policy
Date Revised	May 25, 2023
Date of next Review	2028

### 1. POLICY STATEMENT

The Council Effectiveness Evaluation Policy establishes CPSA Council's commitment to regular evaluations of its work as a Council.

### 2. PURPOSE

The policy ensures CPSA Council regularly evaluates its effectiveness as a governing body overseeing the regulation of physicians and physician assistants in Alberta. Regular evaluation and action on the results will improve effectiveness of the Council.

### 3. SCOPE

Measuring Council effectiveness will be accomplished through three evaluations:

- a) Council Meeting Evaluation (quarterly following Council meetings)
- b) Council Member Self Evaluation (annually in December/January)
- c) Evaluation of Council Effectiveness (annually in December/January)

Evaluation questionnaires will focus on how well CPSA Council fulfills CPSA's mandate to protect Albertans and serve the public interest.

### 4. RESPONSIBILITIES

Governance Committee develops the policy and process for Council effectiveness evaluation and it is reviewed every 5 years, or as required.

Executive Committee reviews the data gathered from evaluations, and takes action as required to ensure Council effectiveness and the achievement of CPSA's mandate.

Individual Council Members are responsible for reflecting on their self-assessment, and for participating in learning opportunities/activities that enhance their governance and leadership competencies, and their contributions to an effective Council.

## **5. PROCESS**

Measuring Council and Council member effectiveness will be accomplished through three evaluations:

- a) Council Meeting Evaluation – following each Council meeting, Council members will respond to a survey designed to evaluate the effectiveness of that meeting, and provide suggestions for future meetings. The data gathered will be reviewed and acted upon by the Executive Committee when Council meeting agendas are developed.
- b) Council Member Self Evaluation –on an annual basis, Council members will complete a self-evaluation. The self-evaluation tool/questionnaire is the same tool used by Alberta Health’s Agency Governance Unit for public member self-evaluation. The Executive Committee will review the results of the evaluation to help determine how best to meet the learning needs of Council, and support skills and competency development of Council members, and to address any areas impacting Council effectiveness.
- c) Evaluation of Council Effectiveness – on an annual basis, Council will complete a questionnaire to evaluate the functioning and effectiveness of Council as a whole. The questionnaire will be reviewed annually by the Governance Committee and if there are substantive changes to the questionnaire it will be recommended to Council for approval before the evaluation is carried out. The Executive Committee will use the results of this evaluation to propose changes that would help to improve Council’s effectiveness.

## **6. APPROVAL**

CPSA Council approves this policy.

## 7. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	July 25, 2019	Formatted using approved template.
2	Jan. 24, 2020	Created policy on template with new branding
3	March 15, 2023	Reviewed and revised per Governance Review
APPROVAL	DATE	Signature
Council Motion C19-19	May 30, 2019	
Council Motion C15-23	May 25, 2023	