

Appendix 13 – Annual Community Council Self Evaluation Form

Council members are required to complete an annual Community Council self-evaluation survey at the end of CLBC's calendar year (March 31st). The survey is posted online. All answers are confidential; no one will know the member's identity. Members who do not have internet access, or do not feel comfortable completing the survey online, can fill in a paper copy of the evaluation that is provided by the Integrated Services Manager. Once answers are compiled by the Manager, members will discuss the results at their next scheduled meeting and take any action that is indicated.

A. How well does our Community Council do its job?

1. We understand and are guided by our Terms of Reference.

agree neither disagree

2. We have appropriate goals and activities in our annual work plan.

agree neither disagree

3. We gather feedback from individuals, families and communities on the work of our Council, and learn from this information.

agree neither disagree

4. We receive the support and assistance we need from our Integrated Services Manager and / or local staff to do our job.

agree neither disagree

B. How well has the Community Council conducted itself?

5. We have regular meetings.

yes no

6. We have a quorum for each meeting.

Always Often Sometimes

7. We receive materials in advance of meetings (e.g. agenda / minutes / reports).

yes no

8. We hear from everyone at meetings.

Always Often Sometimes

9. We have seven (7) or more members.

yes no

10. We have family members, self-advocates, community members and service providers on our Council.

yes no

11. Council members participate in ways that are meaningful.

agree neither disagree

12. Meetings are interesting and effective in helping us accomplish our goals

agree neither disagree

C. Performance of Individual Council Members

13. I regularly attend and actively participate in Council meetings.

yes no

14. I read reports and other materials before Council meetings (by myself or with another person).

Always Often Sometimes

15. I follow through on things I say I will do.

yes no

16. I do not share subjects and details we agree are confidential outside of the Council.

yes no

17. After our Council has made a decision I support it, even if I don't completely agree.

yes no

18. I promote the Council's work in the community whenever I can.

Always Often Sometimes

Suggestions for improving how we do our work?