

Policy Title: Board Peer Review Policy & Process	Policy Number: 022-JBG	Pages 3
Date: September 29 th 2022	Supersedes: November 29 th 2018	
Cross Reference: SJHH, SJHC, SJVD Administrative By-Laws (documents available on the Board portal)	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Policy Statement

The St. Joseph's Hamilton Joint Boards of Governors (JBG) is committed to governance best practices. The performance of individual members of the Board will be reviewed to identify areas of strength as well as areas for development and to determine the most appropriate committee membership.

2.0 Process

The Process for the Board Peer Review is as follows:

- 2.1** Each voting member (JBG members and community members) who is entering the final year of a renewable term will be reviewed. Members who are currently serving the final year of the maximum allowable years on the Board will not be reviewed. Ex-Officio members will not be reviewed, unless a request for their review is made by the Chair or Secretary of the JBG.
- 2.2** The review will be completed in February of each year using a web based version of the JBG Peer Review Form ([Appendix A](#)). The members being reviewed will be asked to rate themselves. All other members (including ex-officio members and committee members) will be asked to complete a review of the individuals being reviewed as outlined in the JBG Peer Review Form. Information will be collated.
- 2.3** The results of the peer review in their entirety will be shared with the Chair and Vice Chair of the Board, as well as the individual member under review.
- 2.4** Should any concerns be identified, the Board Chair and/or Vice Chair will provide verbal feedback to individual Board members and will discuss plans and available resources for member development and appropriate committee membership. If the member being reviewed has any questions, they can contact the Chair or Vice Chair to discuss results.

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- 2.5** The results of the individual Board member review will be taken into account when considering renewal terms for incumbent members.
 - 2.6** A mentor may be assigned to all new JBG Trustees and Community members and will provide feedback to the member during the first year of a term.
 - 2.7** To ensure confidentiality, administration of the evaluation survey will be managed by the Board Chair and will not be reviewed by the Senior Leadership at any of the JBG organizations.
- 3.0 Policy History:** February 25th 2016; April 11th, 2017; September 27, 2018, November 29, 2018; September 29th 2022
- 4.0 Next Scheduled Review Date:** September 2025

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Appendix A

St. Joseph's Hamilton Joint Boards of Governors Peer Review Form*

Name of Member to be reviewed: _____

Name of Member Completing: _____ Date: _____

Performance Indicators	1	2	3	4	N/A	Comments
Approaches all agenda items from the stance of upholding the organization's mission, vision and values and strategic directions.						
Comes prepared for Board and Committee meetings.						
Actively engaged at meeting.						
Asks appropriate questions.						
Communicates respectfully in offering alternative views.						
Supports and promotes activities of the JBG and SJHS. - Ex: Foundation events, education sessions, recognition dinners, walkabouts						
Contributes meaningfully and knowledgeably to Board/Committee discussion.						
Tends to be innovative and suggests new ideas.						
Listens well and respects those with differing opinions.						
Thinks strategically and generatively in assessing the situation and offering alternatives.						
Has a good working relationship with JBG Members and Community members.						
Demonstrates respect for the role of Board Committees.						
Demonstrates respect for the role of the Chair.						
Demonstrates respect for the role of Senior Management.						
Applies and contributes his/her special skills, knowledge or talent to the issues.						
Supports Board decisions – acts as one on all Board actions once the decision has been made.						
Appears to understand key performance indicators for Board oversight, e.g. quality and financial indicators.						
Interested in serving as Board Chair.						
Scoring	Scoring Definitions					
1 = Does not meet expectations	<i>Rarely/never</i>					
2 = Partially meets expectations.	<i>Occasionally/sometimes</i>					
3 = Meets expectations	<i>Consistently/regularly</i>					
4 = Exceeds expectations	<i>Always</i>					
N/A = Unable to assess	<i>Don't know/not observed</i>					

Please provide any additional comments you wish to make on any of your evaluations.

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