

<b>Water Utility Board Procedural Guideline</b>		
Title:	<b>GUIDE 5 – Board Self-Monitoring</b>	
Policy Number:	<b>Relates to <a href="#">BP-2A.7</a></b>	Adopted:
Category:	Procedural Guideline	Revision #/Date: 1/May 23, 2019

Self-evaluation is not extraneous to the job of governing. It is the handiest and most powerful tool available to maintain and continually improve excellence in governing. This approach calls for every agenda to include a discussion of some aspect of board discipline or job performance.

### **THE BOARD OBSERVER**

The board observer is an individual, typically a board member, assigned to monitor the board’s activity over the course of a meeting. At the end of the meeting, this person shares observations and facilitates learning.

The board observer assesses board performance not from her or his individual perspective, but based on the board’s own policies and its interpretation and implementation of Policy Governance.

At the end of the meeting, the board observer simply points out where the board is not functioning in the way that it said that it would – without judgment or admonishment. The board observer’s job is not to render a report card, but to increase awareness and enable the board to maintain and improve the quality of its collective leadership. By engaging in these learning conversations at the end of each board meeting and taking actions consistent with what emerges, the board will continue to develop its capacity to govern well.

### **SELF-EVALUATION FORM**

The board may wish to use a form like the one on the following page to guide its self-evaluation. The board observer could use this form to focus her or his attention on specific activities or behaviors during the meeting. The board president could also distribute the form to all board members to receive immediate feedback at the conclusion of a meeting. The purpose of the self-evaluation form is to guide discussion about where additional learning and growth would be useful.