

PERFORMANCE SELF-ASSESSMENT TOOL FOR EXISTING TAC DIRECTORS

This form is intended to assist you in measuring your own performance as a TAC Director, on a variety of standard benchmark criteria. It is intended to be a confidential assessment that TAC hopes will help you to appreciate the organization's expectations (and related time demands) with respect to the performance of its Directors.

The criteria may also be of use to potential directors by helping them assess whether or not they are prepared and able to serve as a TAC Director.

Objective statement (Check one rating box per criteria)	Yes	No			
I understand TAC's mission and strive for its fulfillment.					
If asked, I could provide an overview of the history of TAC and the products and services it offers.					
I understand TAC's strategic objectives and actively work towards achieving them.					
Objective statement (Check one rating box per criteria)	Always	Often	Sometimes	Rarely	Never
Personal commitment to, and engagement in, TAC's mission and strategic objectives (cont'd)					
I attend orientation and/or development sessions designed to make me a better Director.					
I ensure my organization pays its membership dues in a timely fashion.					
Membership promotion and involvement					
I promote and encourage new members to join TAC.					
I encourage new and existing members and their staff to actively participate in TAC events and activities.					
Program promotion and involvement					
I attend TAC events.					
I encourage my staff and colleagues to attend TAC events.					
Preparation for, and attendance at, Board meetings					
I attend Board meetings.					
I arrive on time and remain for the duration of Board meetings.					
I read the agenda and briefing material prior to the Board meeting					
I provide material on relevant agenda items in a timely manner.					
Participation in Board meetings					
I actively participate in discussions during Board meetings.					
I pose questions when I don't understand something.					
I volunteer for work that arises.					

I complete the work I committed to within the required timeframe.					
Nature of participation in Board meetings					
I treat other Directors as well as TAC staff with respect and consideration.					
I listen to what others have to say.					
I avoid conflict of interest situations by declaring when such a conflict occurs and by abstaining from voting.					
I share my opinions even though these may differ from those of others.					
I actively support Board decisions arrived at by consensus as long as I haven't dissented on a specific motion.					
Discretion					
I keep sensitive information discussed at Board meetings to myself and do not share confidential information with outside interests.					
I refer any outside requests for official TAC positions to the Executive Director or his/her designate.					
Understanding members' needs					
I endeavour to understand members' needs as obtained through surveys and work towards satisfying such needs.					

Adapted from: **Best Practices and Tools for Not-For-Profit Boards, CSAE, 2004.**

How did you fare? The future of the Transportation Association of Canada depends on you fulfilling your role as Director. Please take the time to think of ways of improving your performance so that all of the check marks can migrate to the 'always' or to the 'yes' column. **Don't forget to identify areas for training/development or changes to the governance structure of TAC that could help you progress towards your goals and to pass these on to the TAC Executive Director.**