



SKILLS ASSESSMENT SURVEY

Please complete this self-assessment which will evaluate your individual and collective competencies across categories that align with the new Board Charter and desired Board competencies. The survey will also require you to answer demographic questions which will be considered for the diversity of the board. The results of this assessment will be used to guide discussions for your yearly performance review with the Board Chair. It will also enable Board recruitment processes. Please keep in mind that competency is assessed collectively, and no single board member is expected to cover each of the competencies.

Achievement Rating and Performance Description:

The survey will be using a five-point Likert scale. Please review the scale below to understand how best to answer the questions provided in the survey.

5 – Professional Designation: Holding a professional certification in a specific area that assures qualification to perform a job or task (e.g., CPA).

4 – Meets All Expectations: Performance in this area meets expectations. Has significant experience or knowledge of the skill. May include relevant work experience of at least ten years of the skill.

3 – Meets Most Expectations: Performance in this area generally meets my expectations. Have sufficient training or experience of the skill to give a sound understanding. May include relevant work experience of at least five years of the skill.

2 – Meets Some Expectations: Performance in this area only meets some of my expectations. Has limited exposure or experience/training of the skill to provide background knowledge.

1 – Does Not Meet Expectations: No work experience, understanding, knowledge or qualification. For ratings of two or lower, please provide specific suggestions for required performance improvement.



Self-Assessment Questions

A. Knowledge of Board Governance

This section addresses board members' knowledge of board governance. This category requires board members to exhibit the following:

- Experience or training on board governance.
- Understanding of the duties and evaluation of the CEO.
- Understanding the legal and fiduciary duty of board members.
- Collaborative decision-making.
- Ability to lead or chair a meeting and ensure the use of effective strategic and succession planning processes.

Examples of ratings:

5 – Professional Designation: Holds a professional designation (e.g., governance certification or formal Board training), held a Board Chair title for an organization of more than 100 employees, or has over 15 years of board governance experience.

4 – Meets All Expectations: Has significant experience or knowledge of board governance. May include relevant board work experience of at least ten years.

3 – Meets Most Expectations: Has sufficient training or experience of board governance to hold a sound understanding. May include relevant board work experience of at least five years.

2 – Meets Some Expectations: Has limited exposure or experience/training of board governance to provide background knowledge. E.g., Has never sat on a board, but has worked with a board before in a different capacity.

1 – Does Not Meet Expectations: No work experience, knowledge, or qualifications of board governance.

1. Please select the best answer that measures the level of knowledge **you** possess of board governance.

1	2	3	4	5

(a) If you selected 2 or lower, please provide specific suggestions to enhance knowledge.

B. Knowledge of Mental Health and Addictions, and Health Care System

This section addresses board members' knowledge of the environment in which the Foundation operates. This category requires board members to have some of the following:

- Experience or training in health care or health care systems management.



- Specialized knowledge on mental health and addictions service delivery
- Understand trends, challenges and opportunities facing the community, and unique aspects of the sector.

Examples of ratings:

5 – Professional Designation: Holds a professional designation (e.g. Physician or member of the nursing profession or management in health care setting), CEO of a health facility or foundation, or has over fifteen years of mental health and addictions experience.

4 – Meets All Expectations: Has significant experience or knowledge of health systems. May include relevant non-profit, private and/or government experience of at least ten years.

3 – Meets Most Expectations: Has sufficient training or experience in health or mental health sector to hold a sound understanding. May include relevant non-profit, private and/or government experience over at least five years.

2 – Meets Some Expectations: Has limited exposure or experience/training (less than one year) of the health or mental health sector.

1 – Does Not Meet Expectations: No work experience, understanding, knowledge or qualification of the health or mental health sector

Please select the best answer that measures the level of knowledge **you** possess of mental health and addictions and health care system.

1	2	3	4	5

(a) If you selected 2 or lower, please provide specific suggestions to enhance knowledge.

C. Organizational and Business Knowledge

This section addresses board members' organization and business knowledge. This category requires board members to have some of the following:

- Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations.
- Understand legal and regulatory principles, processes, and systems in the context of health foundations; and are able to effectively interpret policies and understand organizational strategy.

Examples of ratings:

5 – Professional Designation: Holds a professional designation (e.g., law degree, MBA, risk management), or has over fifteen years of organizational and business knowledge experience.



4 – Meets All Expectations: Has significant experience or knowledge in organizational and business settings. May include relevant policy, regulatory, legal, risk management experience of at least ten years.

3 – Meets Most Expectations: Has sufficient training or experience in organizational and business settings. May include relevant policy, regulatory, legal, risk management experience of at least five years.

2 – Meets Some Expectations: Has limited exposure or experience/training (less than one year) of organizational and business knowledge.

1 – Does Not Meet Expectations: No work experience, understanding, knowledge or qualification of organizational and business knowledge.

Please select the best answer that measures the level of knowledge **you** possess of the organization and business.

1	2	3	4	5

(a) If you selected 2 or lower, please provide specific suggestions to enhance knowledge.

D. Financial Knowledge

This section addresses board members' financial knowledge. This category requires board members to have some of the following:

- Experience or training in financial knowledge.
- Ability to analyze and interpret financial statements and utilize information to guide governance decisions.
- Understands generally accepted accounting/financial principles.

Examples of ratings:

5 – Professional Designation: Holds a professional designation (e.g., Chartered Accountant), or has over fifteen years of organizational financial experience.

4 – Meets All Expectations: Has significant experience or knowledge of organizational finance. May include relevant experience of at least ten years.

3 – Meets Most Expectations: Has sufficient training or experience of organizational finance to hold a sound understanding. May include relevant experience of at least five years.

2 – Meets Some Expectations: Has limited exposure or experience/training (less than one year) of organizational finance.

1 – Does Not Meet Expectations: No work experience, understanding, knowledge or qualification in finance.



Please select the best answer that measures the level of financial knowledge **you** possess.

1	2	3	4	5

(a) If you selected 2 or lower, please provide specific suggestions to enhance knowledge.

E. Community and Social Responsibility

This section addresses board members' experience and knowledge of community and social responsibility. This category requires board members to have some of the following:

- Experience or training with community engagement.
- Demonstrate knowledge and passion for the community and people the Foundation serves, such as working with the general public or identifiable communities.
- Capacity to build networks and foster trusting relationships with communities and stakeholders.
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Examples of ratings:

5 – Professional Designation: Holds a professional designation in the social sector (e.g., certificate in community engagement, degree in social work), or has over fifteen years of community and social service experience.

4 – Meets All Expectations: Has significant experience or knowledge of community engagement and development and/or working with social serving community agencies. May include relevant experience of at least ten years.

3 – Meets Most Expectations: Has sufficient training or experience of community engagement and development to hold a sound understanding. May include relevant experience of at least five years.

2 – Meets Some Expectations: Has limited exposure or experience (less than one year) in the community and social sector.

1 – Does Not Meet Expectations: No work experience, understanding, knowledge or qualification of the community engagement or social sector.

Please select the best answer that measures the level of community and social responsibility experience and knowledge **you** possess.

1	2	3	4	5

(a) If you selected 2 or lower, please provide specific suggestions to enhance knowledge.



F. Leadership

This section addresses board members' experience and knowledge leadership. This category requires board members to have some of the following:

- Experience with strategic planning for an organization and being innovative.
- Demonstrate knowledge and passion for team development.
- Demonstrate knowledge of ethical practices and decision-making.
- Demonstrate knowledge of equity, diversity and inclusion principles and practices.

5 – Professional Designation: Holds a professional designation in leadership and management (e.g., project management professional, leadership development courses), or held a leadership role (e.g., president, CEO, ADM) title for an organization for at least fifteen years.

4 – Meets All Expectations: Has significant experience leading a group or organization. May include relevant experience of at least ten years.

3 – Meets Most Expectations: Has sufficient training or experience in leadership functions and skills. May include relevant experience of at least five years.

2 – Meets Some Expectations: Has limited exposure or experience (less than one year) in a leadership role.

1 – Does Not Meet Expectations: No work experience or qualification in team leadership and management.

Please select the best answer that measures the level of leadership experience and knowledge you possess.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) If you selected 2 or lower, please provide specific suggestions to enhance knowledge.

G. Knowledge of Public Policy/Decision Making Processes/Political Processes

This section addresses board members' experience and knowledge of public policy/decision making process/political processes. This category requires board members to have some of the following:

- Experience or training in incorporating political or public policy practices and direction an into an organization.
- Demonstrate knowledge and passion for public sector policies, advocacy and lobbying of government and maintaining government relations.



- Skill or experience in navigating and affecting public policy change.

5 – Professional Designation: Holds a professional designation in public policy, or lobbying (e.g., public sector management degree), or has over fifteen years of experience in the public sector.

4 – Meets All Expectations: Has significant experience or knowledge of government relations and policies. May include relevant experience of at least ten years.

3 – Meets Most Expectations: Has sufficient training or experience in government relations and policies to hold a sound understanding. May include relevant experience of at least five years.

2 – Meets Some Expectations: Has limited exposure or experience (less than one year) in government relations.

1 – Does Not Meet Expectations: No work experience, understanding, knowledge or qualification of the public sector practices and/or policies.

Please select the best answer that measures the level of government relations and policy experience and knowledge **you** possess.

1	2	3	4	5

(a) If you selected 2 or lower, please provide specific suggestions to enhance knowledge.

H. Demographic Questions

Foundation boards are expected to be diverse and include members with a range of different experiences that represent and understand the issues affecting the communities they serve. To complete the self-assessment please answer the following demographic questions about yourself.

1. Please select from the list below if you personally identify with any of the target populations below. (*Select all that apply*)

<input type="checkbox"/>	Indigenous peoples
<input type="checkbox"/>	People with disabilities
<input type="checkbox"/>	Racialized groups
<input type="checkbox"/>	Recent immigrants and refugees
<input type="checkbox"/>	People living with mental health and addiction
<input type="checkbox"/>	LGBTQ2S+ people

2. What is your gender? (*Fill in the blank*)



3. Please select your age:

<input type="checkbox"/>	18-24
<input type="checkbox"/>	25-34
<input type="checkbox"/>	35-44
<input type="checkbox"/>	45-54
<input type="checkbox"/>	55-64
<input type="checkbox"/>	65+

4. Where in the Province of Alberta do you reside?

5. Would you classify where you live as rural or urban?

I. Personal Attributes and Core Competencies

Please select the best answer that measures the personal attributes and competencies that **you** possess.

Please use this rating scale for each question:

5 – This is me all the time.

4 – This is me most of the time

3 – Describes me generally, but not specifically

2 – Meets some of my attributes

1 – Does not describe me at all

(a) I am a critical creative and independent thinker.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) I am comfortable leading large-scale change.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(c) I have tolerance for ambiguity

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



(d) I am collegial and a team player. I like to reach consensus.

1	2	3	4	5

(e) I am respectful of contrary viewpoints.

1	2	3	4	5

(f) I have a knowledge and practice of applied governance principles.

1	2	3	4	5

(g) I have a large and influential network and can leverage it if needed.

1	2	3	4	5

(h) I have corporate strategy expertise (formation and implementation oversight knowledge and experience)

1	2	3	4	5

(i) I have capacity to serve the MHF.

1	2	3	4	5