

Questionnaire for Board and Committee Members

Thank you for participating in a Town committee, advisory committee, board, task force, or body of volunteers during the 2012-2014 term of Council. It is the volunteers like you who help to make Newmarket even better through the good work that you do in serving the community.

As part of an effort for continuous improvement, this survey seeks your feedback to improve the work of boards and committees for future terms of Council. The survey aims to answer the question: *what are the Town's boards and committees currently doing well and what can be done to help them do better?*

Your responses to this survey and your identity in responding will be kept confidential.

Please take a few minutes to complete the following questionnaire.

Terminology:

'The Committee' means a board, task force, advisory committee, or other meeting body that you have been a part of.

'Town' means the Town of Newmarket as a corporation.

'Council' means the Council of the Town of Newmarket.

1. What Board/Committee(s) do you currently serve on for the 2012-2014 term of Council?

2. Would you recommend any amendments to the mandate of the Board/Committee you serve on? If so, please explain.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: (1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.*

A. Mission and Strategic Plan Alignment

The Committee's members are aware of Council's plans and actions related to its mandate.	1 2 3 4 N/A
The Committee considers Council's plans in determining its recommendations.	1 2 3 4 N/A
The mandate of my committee is clear.	1 2 3 4 N/A
The Committee's work clearly reflects the Town's strategic priorities.	1 2 3 4 N/A
The Committee's accomplishments are known to Council.	1 2 3 4 N/A
The Committee sets annual goals or a work plan.	1 2 3 4 N/A
The Committee has a clear work plan.	1 2 3 4 N/A
The Committee seeks Council approval for its goals or work plan.	1 2 3 4 N/A
The Committee makes every effort to meet its goals.	1 2 3 4 N/A

Please provide any comments you have regarding your committee's mission and work.

Circle the response that **best** reflects your opinion. The rating scale for each statement is:
 (1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.

B. Committee procedures and conduct

Committee members are aware of their role and responsibilities as committee members.	1	2	3	4	N/A
The meeting agenda of committee meetings is well planned so that we get through all necessary business.	1	2	3	4	N/A
The agenda is circulated in advance of the meeting.	1	2	3	4	N/A
The Committee meeting materials are relevant, useful and comprehensive.	1	2	3	4	N/A
Committee members come to meetings prepared.	1	2	3	4	N/A
All committee members participate in committee discussions.	1	2	3	4	N/A
The Committee decides most issues by consensus.	1	2	3	4	N/A
The Committee decides most issues by voting.	1	2	3	4	N/A
The Committee is an effective body.	1	2	3	4	N/A
The Committee received adequate training related to its meeting procedures.	1	2	3	4	N/A
It is often difficult to maintain quorum for meetings.	1	2	3	4	N/A
The Committee needs additional training related to its mandate and role.	1	2	3	4	N/A
The Committee encourages and acknowledges different points of view.	1	2	3	4	N/A
The Committee relies on Town Staff for guidance in understanding how to conduct the meeting.	1	2	3	4	N/A
The purpose of meeting is not always clear.	1	2	3	4	N/A

Please provide any comments you have regarding how your committee has operated.

Circle the response that **best** reflects your opinion. The rating scale for each statement is:
 (1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.

C. Committee interactions with Council and Town staff

The work of the Committee helps to improve Newmarket.	1	2	3	4	N/A
Council values the input of the Committee.	1	2	3	4	N/A
The Committee's input is taken into account by Town staff.	1	2	3	4	N/A
The Committee fairly considers the input of members of the public.	1	2	3	4	N/A
Town staff sends appropriate and adequate matters for the	1	2	3	4	N/A

Committee to offer input, where applicable.	
The Committee receives adequate support from Town staff.	1 2 3 4 N/A
There is a clear understanding of the respective roles of the Committee, Town Staff, and Council.	1 2 3 4 N/A
There is good two-way communication regarding the actions of the Committee between the Committee and Council.	1 2 3 4 N/A
There is a climate of mutual trust and respect that exists between the Committee and Council.	1 2 3 4 N/A
The Committee raises new issues before Council has considered them.	1 2 3 4 N/A
The Committee is a source of expertise.	1 2 3 4 N/A
The Committee is a diverse group.	
The Committee supports Council's decisions and direction.	1 2 3 4 N/A
The Committee offers input on issues Council asks it to consider.	1 2 3 4 N/A
The Committee would benefit from giving more regular reports to Council.	1 2 3 4 N/A

Please provide any comments you have regarding your committee's interactions with Council or Town Staff.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: (1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.*

D. The Role of the Chair (if you are the chair, skip to section E)

The Committee has discussed and understands the role and responsibilities of the Chair.	1 2 3 4 N/A
The Chair is well prepared for meetings.	1 2 3 4 N/A
The Chair should receive more formal training in conducting meetings.	1 2 3 4 N/A
The process to select the Chair was clear to me.	1 2 3 4 N/A
The Chair helps the Committee to stick to the agenda.	1 2 3 4 N/A
More members should have the opportunity to act as the Chair during a term of the Committee.	1 2 3 4 N/A
The Chair ensures that every committee member has an opportunity to be heard	1 2 3 4 N/A
The Chair is skilled at managing different points of view.	1 2 3 4 N/A
The Chair helps the Committee to attain consensus.	1 2 3 4 N/A
The Chair is direct with an individual committee member if their behavior interferes with the Committee's ability to function effectively.	1 2 3 4 N/A
The Chair helps the Committee work well together.	1 2 3 4 N/A
The Chair demonstrates good listening skills.	1 2 3 4 N/A
I am comfortable disagreeing with the Chair.	1 2 3 4 N/A
The Committee supports the Chair.	1 2 3 4 N/A

The Chair is effective in delegating responsibilities amongst committee members.	1 2 3 4 N/A
I am confident in the ability of the Chair to represent the Committee.	1 2 3 4 N/A

Please provide any comments you have regarding your committee's Chair.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: (1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.*

E. Role of individual committee members

I am aware of what is expected of me as a committee member.	1 2 3 4 N/A
I am currently unable to attend committee meetings due to mobility or accessibility requirements.	1 2 3 4 N/A
I am unable to attend committee meetings due to transportation expenses or other financial costs.	1 2 3 4 N/A
The timing of meetings often prevents me from attending.	1 2 3 4 N/A
The four-year term to serve on a committee is too long.	1 2 3 4 N/A
The four-year term to serve on a committee is a sufficient length.	1 2 3 4 N/A
I read the meeting package in advance of our committee meetings.	1 2 3 4 N/A
I frequently encourage other committee members to express their opinions at committee meetings.	1 2 3 4 N/A
I am encouraged by other committee members to express my opinions at committee meetings.	1 2 3 4 N/A
I follow through on things I have said I would do.	1 2 3 4 N/A
When I have a different opinion than the majority, I raise it.	1 2 3 4 N/A
I support committee decisions once they are made even if I do not agree with them.	1 2 3 4 N/A
I am involved in the Newmarket community outside of my committee role.	1 2 3 4 N/A
I stay informed about issues relevant to our mandate and goals and bring information to the attention of the Committee.	1 2 3 4 N/A

Please provide any comments you have regarding your role on your committee.

How do you feel about the issues the Committee deals being addressed through alternative formats such as open houses, town halls, public meetings, short-term task forces, or other channels?

I would like to speak to a member of Town Staff involved in this review to share my thoughts.