

Irving Convention & Visitors Bureau Board Member Annual Self-Evaluation Form

This tool is designed to help you evaluate your individual board service. Its purpose is to help you assess how effective your role as a board member is in furthering the mission of the Irving Convention & Visitors Bureau. It also allows you an opportunity think about the Board as a whole, and its efforts and accomplishments. A board self-evaluation is an industry Best Practice, and **is a requirement for the ICVB's continued Accreditation through the Destination Marketing Accreditation Program.** The form is distributed annually in September, to coincide with the City Council's schedule for re-appointments. It is for your personal use only, and will not be handed in nor reviewed by anyone other than you.

Note the response that best reflects your opinion. The rating for each statement is: Strongly Agree (5), Agree (4), Maybe or Not Sure (3), Disagree (2), or Strongly Disagree (1). Once you've finished, if you note that many of your responses are in the latter three categories, you're encouraged to talk with the Board Chair or Vice Chair about ways you can move to the Strongly Agree/Agree categories over your next year of board service.

	Strongly Agree (5)	Agree (4)	Maybe/ Not Sure (3)	Disagree (2)	Strongly Disagree (1)
1. I enthusiastically support the mission of the ICVB, and the Board's Strategic Plan in support of it.					
2. Through ICVB orientation, I understand the role of the Board and my legal, financial, and ethical responsibilities as a Board member.					
3. I am familiar with the ICVB's by-laws and governing policies.					
4. I make my attendance at all regular Board and committee meetings and related community events associated with ICVB activities a priority.					
5. I read all materials received prior to Board and committee meetings (particularly the ICVB's and ICC's financial statements), and come prepared to participate.					
6. I contact another Board member or the Executive Director for an update if I miss a Board Meeting.					
7. I give the time and energy necessary for effective service on a committee, including knowing the committee's goals and projects, and contributing in a meaningful way to its accomplishments.					
8. I recognize that I am welcome to participate in <u>any</u> committee meeting, whether or not I am a member.					
9. I believe my knowledge, skills and insight are being effectively utilized, and I am able to see how my service to the ICVB is adding value.					
10. I optimize my relationships with elected and appointed officials to further the work of the ICVB, consistent with the direction of the Board.					

	Strongly Agree (5)	Agree (4)	Maybe/ Not Sure (3)	Disagree (2)	Strongly Disagree (1)
11. I can communicate the accomplishments and challenges of the Board and the ICVB to key city stakeholders.					
12. I can explain to Irving residents and my associates why the ICVB and tourism are critical to the overall well-being of the City of Irving.					
13. I act with decorum and support all Board decisions, even if I may have a different opinion than the majority.					
14. I focus my attention on long-term and significant policy issues rather than short-term administrative goals.					
15. I help mentor and support new Board members, and I have a good working relationship with other Board members.					
16. I recommend qualified individuals with relevant skills and experience as possible nominees for the ICVB Board.					
17. I understand the distinctions between the ICVB, the ICC and the Chamber.					
18. I support the ICVB Executive Director and staff.					
19. I understand the difference between the staff's responsibilities and my own as a member of the Board.					
20. I follow trends and important developments in the travel and tourism industry.					
OVERALL BOARD EVALUATION					
1. I believe the ICVB Board's leadership has a clear vision of where the organization is going, and a defined path that will get us there.					
2. I believe the ICVB Board has well-organized working committees that are getting important work done.					
3. I believe our time spent together as a board is productive and serves our community well.					

PERSONAL ACTION ITEMS:

Date Completed _____