



Settlement Sector Board Member Survey



Part I:

Instructions for completing the board member survey


- 1.** Have the Board Chair tailor the board member survey to your organizational context. You can choose to omit some of the included skills and competencies, and/or add others. This template is meant to serve as a starting point for you to adapt to your needs. If a particular experience, skill, etc. listed is not relevant to your board now, you can select the “not relevant at this time” option so board members know that they do not need to indicate anything for that item.
- 2.** Have the Board Chair designate someone within the organization to administer the survey, collect the responses, and aggregate the data in the board diversity matrix (Part II). This person should ideally not be a board member.
- 3.** To best ensure the anonymity of board members, have the person designated to administer the survey print hard copies of the survey and provide them to board members to complete. If this is not possible, discuss as a team what other options exist to keep the responses anonymous.
- 4.** Have all board members complete the survey anonymously, including the Board Chair. For each item listed, board members should indicate if they have that skill, competency, or experience, or self-identify with the diversity factor listed. If they do not possess a particular skill, competency, or experience, or self-identify with the diversity factor listed, then no selection is necessary.
- 5.** Have the person who has been assigned to administer the survey collect the anonymous survey responses, aggregate the data, and enter this information into the board diversity matrix (see instructions in Part II), recording how many board members selected each option.
- 6.** Once the data has been aggregated, the survey responses should be shredded to protect board members’ privacy.

Note: Depending on the size of your organization’s board, it may not be possible to ensure that survey responses will be entirely anonymous.


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LEVEL OF CURRENT REPRESENTATION ON THE BOARD


COMPETENCY / EXPERIENCE	CHECK IF APPLICABLE	not relevant at this time
Governance (e.g. chaired a board or committee)	<input type="checkbox"/>	<input type="checkbox"/>
Entrepreneurship or business development	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Strategic planning	<input type="checkbox"/>	<input type="checkbox"/>
Healthcare	<input type="checkbox"/>	<input type="checkbox"/>
Poverty reduction	<input type="checkbox"/>	<input type="checkbox"/>
Housing	<input type="checkbox"/>	<input type="checkbox"/>
Immigration	<input type="checkbox"/>	<input type="checkbox"/>
Frontline settlement sector	<input type="checkbox"/>	<input type="checkbox"/>
Research and higher education	<input type="checkbox"/>	<input type="checkbox"/>
Information technology	<input type="checkbox"/>	<input type="checkbox"/>
Human resources	<input type="checkbox"/>	<input type="checkbox"/>
Financial management	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>
Experience working with marginalized communities	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>
Risk management	<input type="checkbox"/>	<input type="checkbox"/>
Public relations or communications	<input type="checkbox"/>	<input type="checkbox"/>
Program and event evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Non-profit	<input type="checkbox"/>	<input type="checkbox"/>
Industry	<input type="checkbox"/>	<input type="checkbox"/>
Large-scale funding proposal submissions	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of IDEA, ARAO, or GBA Plus	<input type="checkbox"/>	<input type="checkbox"/>



PREVIOUS BOARD EXPERIENCE	CHECK IF APPLICABLE
Nonprofit	<input type="checkbox"/>
Public	<input type="checkbox"/>
Corporate	<input type="checkbox"/>
Government (municipal, provincial, or federal)	<input type="checkbox"/>



KNOWLEDGE OF COMMUNITIES	CHECK IF APPLICABLE
Community leader	<input type="checkbox"/>
Experience working in rural areas	<input type="checkbox"/>
Experience working in small centres	<input type="checkbox"/>
Experience working in urban areas	<input type="checkbox"/>
Lived experience as a newcomer	<input type="checkbox"/>



SOCIAL IDENTITIES	CHECK IF APPLICABLE
Women	<input type="checkbox"/>
Men	<input type="checkbox"/>
Non-binary	<input type="checkbox"/>
Ethno-racial	<input type="checkbox"/>
Persons with disabilities	<input type="checkbox"/>
Youth	<input type="checkbox"/>
2SLGBTQIA+	<input type="checkbox"/>
Seniors	<input type="checkbox"/>
Indigenous peoples	<input type="checkbox"/>
Diverse faith groups:	
Christian	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
No religion or secular perspectives	<input type="checkbox"/>
Other religious or spiritual traditions – please specify	<input type="checkbox"/>