

**Board Use of Information
Survey of Corporate Representatives Employed
By Public Sector Organizations in BC**

About the Survey - Fax

You have been selected to participate in this survey as you are employed by a BC public sector organization and your responsibilities include providing information to the Board. The Auditor General is seeking the views of those employees who provide information and support to their governing Boards.

The findings of the survey will assist the Auditor General in producing best practice guidelines for Board members, as well as an assessment of current Board information practices at the summary level. The information you provide will be kept strictly confidential and protected by provincial privacy legislation. The survey will take about 5 minutes to complete.

Thank you for participating in this survey research.

*If responding by fax or mail, please indicate the ACCESS CODE
you received in the email invitation.*

ACCESS CODE: _____

Please forward completed surveys by fax to: Amanda Theriault
R. A. Malatest & Associates
Victoria, British Columbia
1-888-384-2774 (toll free fax)

Please forward completed surveys by mail to: Amanda Theriault
R. A. Malatest & Associates
858 Pandora Ave.
Victoria, British Columbia V8W 1P4

Amanda Theriault may be reached in Victoria at 250-384-2770 or 1-800-665-5848

A. Introduction

A1. What type of government agency or Crown Corporation do you serve?

- Commercial Crown Corporation (eg, BC Hydro)
- Service Delivery Agency (eg, Community Living BC)
- Health Sector Agency (eg, health authority)
- Education Sector Agency (eg, school district)
- Advanced Education Agency (eg, university)
- Advanced Education Agency (eg, college or institute)
- Other public sector Board [please specify] _____

A2. Please indicate the employment position you hold in the organization.

- Chief Executive Officer [SKIP TO A4]
- University President [SKIP TO A4]
- College President [SKIP TO A4]
- School Superintendent [SKIP TO A4]
- Chief Financial Officer [SKIP TO A4]
- Secretary Treasurer
- Corporate Secretary (specific function) _____
- Other [please specify] _____

A3. PLEASE ANSWER THIS QUESTION <A3> ONLY IF YOU CHOSE: Secretary Treasurer OR Corporate Secretary OR Other in the Previous Question <A2>.

In your position with the organization, are you expected to attend all meetings of the Board?

- Yes
- No [please explain] _____

A4. Within your organization, how much of the information given to the Board is provided by you?

- All
- Most
- Half
- Some
- None

A5. How long have you been in your current position?

- 0-2 years
- 3-4 years
- 5-9 years
- 10+ years

A6. In what region of the Province is your head office located?

- Lower Mainland (including Fraser Valley and Sunshine Coast)
- Vancouver Island (including Gulf Islands)
- Interior / Southeastern BC
- Northern BC

B. The provision and quality of information to Board members

B1. The following statements are to gain a better understanding of the information uses and needs of public sector Boards. On a scale of 1 to 5, with 1 being strongly disagree and 5 being strongly agree, please indicate your agreement with the following statements.

Statement	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	6 Don't Know
a. The Board effectively communicates their information needs to management.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Information provided to the Board is tailored to the needs of Board members (eg quarterly financial reports, performance reports).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Management informs the Board of any <u>limitations</u> on the information that it provides (eg, estimates).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Management informs the Board of any <u>problems</u> it may have in providing certain types of information (eg, data availability).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Management ensures that the information it provides the Board has been validated through internal / external audit or other means when necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Management assists the Board with the interpretation of the information it provides, as requested by the Board.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Information provided to the Board is regularly used in their decision-making process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Statement	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	6 Don't Know
h. Management uses formal documentation prescribed by the Board for information packages where decisions are being requested.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Members of the Board and Management periodically discuss the Board's information needs and management's requirements to meet them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B2. PLEASE ANSWER THIS QUESTION <B2> ONLY IF YOU ANSWERED: Agree OR Strongly Agree In Question <B1h>.

Would you be willing to share any of your formal document templates with us?

- Yes
- No

C. General comment

C1. Please provide any further comment regarding best information sharing practices between your organization's management team and Board members.

That completes the survey!
Thank you very much for taking the time to participate.