Q1 To what extent does the Board ensure that the Administrative Assistant's role is record keeping and clerical support?

Answered: 6 Skipped: 0

	Not at all	Small extent	Moderate extent	Great extent	N/A	Total	Weighted Average
(no label)	**0.00%** 0	**0.00%** 0	**0.00%** 0	**100.00%** 6	**0.00%** 0	6	4.00

#	Comments and Examples:	Date
1	This is done under the supervision of the Board President and the GM. The Board approved the original role of the AA and put it into policy. The oversight lies with the GM and the President on a day-to-day basis. The GM is the official supervisor of the AA.	1/31/2016 8:08 AM

Q2 To what extent does the Board Assistant balance responsibility without influencing policy or discussion?

Answered: 6 Skipped: 0

	Not at all	Small extent	Moderate extent	Great extent	N/A	Total	Weighted Average
(no label)	**0.00%** 0	**0.00%** 0	**0.00%** 0	**100.00%** 6	**0.00%** 0	6	4.00

#	Comments and Examples:	Date
	There are no responses.	

Q3 To what extent does the Administrative Assistant refrain from serving on committees and presenting proposals to the Board?

Answered: 6 Skipped: 0

	Not at all	Small extent	Moderate extent	Great extent	N/A	Total	Weighted Average
(no label)	**0.00%** 0	**0.00%** 0	**0.00%** 0	**100.00%** 6	**0.00%** 0	6	4.00

#	Comments and Examples:	Date
1	AA staffs committees and takes notes, carries out AA duties on behalf of the Committee.	1/31/2016 8:09 AM

Q4 To what extent does the Administrative Assistant demonstrate her willingness to abide by a code of conduct?

Answered: 6 Skipped: 0

	Not at all	Small extent	Moderate extent	Great extent	N/A	Total	Weighted Average
(no label)	**0.00%** 0	**0.00%** 0	**0.00%** 0	**100.00%** 6	**0.00%** 0	6	4.00

#	Comments and Examples:	Date
	There are no responses.	

Q5 To what extent is the Board ensuring that the Administrative Assistant reports to the President and is evaluated by the GM in consultation with the President?

Answered: 6 Skipped: 0

	Not at all	Small extent	Moderate extent	Great extent	N/A	Total	Weighted Average
(no label)	**0.00%** 0	**0.00%** 0	**0.00%** 0	**83.33%** 5	**16.67%** 1	6	4.00

#	Comments and Examples:	Date
1	I'm not sure if Dena is receiving evaluations and or raises..	1/31/2016 1:36 PM

Q6 To what extent does the President delegate tasks to the Administrative Assistant?

Answered: 6 Skipped: 0

	Not at all	Small extent	Moderate extent	Great extent	N/A	Total	Weighted Average
(no label)	**0.00%** 0	**0.00%** 0	**0.00%** 0	**100.00%** 6	**0.00%** 0	6	4.00

#	Comments and Examples:	Date
	There are no responses.	

Q7 Overall, do you find the Board and/or Administrative Assistant to be in compliance with Policy D6: Role of the Board Administrative Assistant?

Answered: 6 Skipped: 0

Answer Choices	Responses	
Yes	**100.00%**	6
No	**0.00%**	0
Total		**6**

#	Comments and Examples:	Date
1	Dena has done an extraordinary job! We are so very lucky to have her!	1/31/2016 8:10 AM