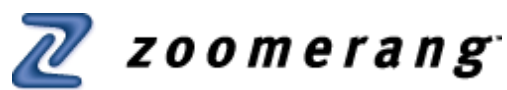


# Committee Chair and Vice-Chair Questionnaire (December 2011)

## Results Overview









Date: 5/14/2012 12:02 PM PST

Responses: Completes



Filter: No filter applied

### 2. Committee/Working Group/Subcommittee/Section

|                                |  |   |    |
|--------------------------------|--|---|----|
| COMMITTEES                     |  | 0 | 0% |
| Accreditation                  |  | 2 | 8% |
| Advice and Assistance          |  | 2 | 8% |
| Audit and Finance              |  | 1 | 4% |
| Education                      |  | 0 | 0% |
| Enterprise and Financial Risk  |  | 1 | 4% |
| Insurance Accounting           |  | 0 | 0% |
| Insurance Regulation           |  | 2 | 8% |
| Nominations                    |  | 1 | 4% |
| Pensions and Employee Benefits |  | 1 | 4% |
| Professionalism                |  | 0 | 0% |
| Social Security                |  | 1 | 4% |
| SUBCOMMITTEES                  |  | 0 | 0% |
| Africa                         |  | 1 | 4% |
| Asia                           |  | 0 | 0% |
| IAA Fund                       |  | 0 | 0% |
| Latin America                  |  | 2 | 8% |
| Actuarial Educators            |  | 1 | 4% |
| Communications                 |  | 1 | 4% |
| Interim Actuarial Standards    |  | 1 | 4% |
| Strategic Planning             |  | 0 | 0% |
| Supranational Relations        |  | 1 | 4% |
| Education & Practice           |  | 0 | 0% |
| Reinsurance                    |  | 1 | 4% |
| Solvency                       |  | 0 | 0% |
|                                |  | 1 | 4% |

|                                  |                                                                                   |    |      |
|----------------------------------|-----------------------------------------------------------------------------------|----|------|
| Pensions and Benefits Accounting |  |    |      |
| WORKING GROUPS                   |                                                                                   | 0  | 0%   |
| Environment                      |  | 1  | 4%   |
| ORSA                             |                                                                                   | 0  | 0%   |
| Microinsurance                   |                                                                                   | 0  | 0%   |
| Mortality                        |  | 2  | 8%   |
| Population Issues                |                                                                                   | 0  | 0%   |
| SECTIONS                         |                                                                                   | 0  | 0%   |
| AWB                              |  | 1  | 4%   |
| AFIR/ERM                         |                                                                                   | 0  | 0%   |
| ASTIN                            |                                                                                   | 0  | 0%   |
| IAAHS                            |                                                                                   | 0  | 0%   |
| IACA                             |  | 1  | 4%   |
| IAALS                            |  | 1  | 4%   |
| PBSS                             |                                                                                   | 0  | 0%   |
| Total                            |                                                                                   | 26 | 100% |

### 3. Position

|            |                                                                                     |    |      |
|------------|-------------------------------------------------------------------------------------|----|------|
| Chair      |  | 15 | 58%  |
| Vice-Chair |  | 11 | 42%  |
| Total      |                                                                                     | 26 | 100% |

This questionnaire also applies to subcommittees and working groups of IAA Committees. The intent of this questionnaire is to serve as a tool for Committee/Working Group and Section leadership in fulfilling the demands of their appointment and also to help identify areas where more guidance or assistance is required. It is also intended to provide feedback on how the Executive Committee (EC) is working with Committees/Working Groups and Sections. The questionnaire is divided into sections that should be completed as follows: A: by Committee/Working Group Chairs B: by Committee/Working Group/Subcommittee Vice-Chairs C: by Section Chairs D: by Subcommittee Chairs E: by all

A. Committee/Working Group Chairs Depending on the question, rate yourself using a scale of 1 to 5 or make a selection from the list provided.

### 4. Ensured the terms of reference are clear and continually updated to reflect the strategic objectives of the IAA, utilizing the model terms of reference.

| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree | Strongly Agree |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|-------|----------------|
|                                                                                                                                 |                   |          |                   |       |                |

|  |         |         |         |          |          |
|--|---------|---------|---------|----------|----------|
|  | 0<br>0% | 0<br>0% | 0<br>0% | 5<br>38% | 8<br>62% |
|--|---------|---------|---------|----------|----------|







**5.** Ensured the IAA's goals are followed by implementing a plan of action and staying focused.



|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 4<br>31% | 9<br>69%       |

**6.** Conducted effective meetings as required to meet the plan.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 4<br>33% | 8<br>67%       |

**7.** Conducted effective meetings as required to meet the plan. Select all that apply:

|                                                                                                                                                                                              |                                                                                      |    |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----|------|
| Provided adequate notice and meeting schedules                                                                                                                                               |  | 12 | 100% |
| Provided effective working agendas that were circulated in advance                                                                                                                           |  | 12 | 100% |
| Managed the meetings by coaching and not dominating                                                                                                                                          |  | 12 | 100% |
| Encouraged a participation style that produced results on time                                                                                                                               |  | 12 | 100% |
| Encouraged the participation of all members.                                                                                                                                                 |  | 11 | 92%  |
| Facilitated the participation by telephone of members unable to physically attend a meeting, by ensuring that all presentation materials were circulated at least one week in advance of the |   | 10 | 83%  |

|                                                                                                                                                                                                           |                                                                                    |    |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----|------|
| meeting, where possible.                                                                                                                                                                                  |                                                                                    |    |      |
| Where applicable, ensured that the IAA Secretariat was utilized properly, participated, and was informed on all phases of activity.                                                                       |  | 12 | 100% |
| Submitted an activity report to the Secretariat upon request. Produced minutes of the meeting and made them available electronically within 45 days of the meeting (Internal Regulations, Article 4.4 e)) |   | 9  | 75%  |

**8.** Ensured that any decision reflected a consensus position, but, when necessary, it was subject to a simple majority of the members. (Internal Regulations, Article 4.4 c).)

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 3<br>23% | 10<br>77%      |

**9.** Made effective use of the vice-chair(s) in leading projects, running portions of meetings and other tasks as appropriate.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 4<br>33%          | 5<br>42% | 3<br>25%       |

**10.** Submitted to the Secretariat an annual budget of anticipated expenses, for approval by the EC.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 2<br>17% | 3<br>25%          | 3<br>25% | 4<br>33%       |







**11.** Attended Council meetings as an ex-officio member with no voting rights (applies to Committee Chairs only; Statutes Article 10)

| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 2<br>22% | 7<br>78%       |

**12.** Effective integration of new members.

| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 9<br>69% | 4<br>31%       |

**13.** Effective integration of new committee members. Select all that apply:

|                                                                                                                                  |                                                                                     |    |      |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----|------|
| Welcomed new members                                                                                                             |   | 13 | 100% |
| Explained the usual functions of the committee/working group (terms of reference)                                                |  | 9  | 69%  |
| Provided background material on any ongoing projects or issues, including reference to recent agendas and minutes on the website |  | 10 | 77%  |
| Informed new members of any items that may be temporarily off the agenda, but that were expected to return                       |  | 5  | 38%  |
| Encouraged new members to attend the "Introduction to the IAA" session held in conjunction with IAA meetings                     |  | 4  | 31%  |
| Informed new members of the IAA paper on the participation of non-native English speakers and new                                |  | 6  | 46%  |

delegates in the work of the IAA

**14.** Considered succession planning issues and discussed them with the Nominations or Executive Committee, as appropriate.

| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
|                                                                                                                                 | 1<br>8%           | 0<br>0%  | 3<br>25%          | 4<br>33% | 4<br>33%       |

**15.** Ensured coordination with committee/working group and Section Chairs when dealing with topics of mutual interest.

| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 1<br>8%           | 7<br>54% | 5<br>38%       |

Executive Committee's Relationship with Committee/Working Group Chairs

**16.** There is a clear understanding of the EC's role.

| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 1<br>8%           | 8<br>62% | 4<br>31%       |

**17.** There is good two-way communication with the EC.

| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 3<br>23%          | 7<br>54% | 3<br>23%       |

**18.** The EC trusts the judgment of the Committee/Working Group Chairs.

| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree | Strongly Agree |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|-------|----------------|
|                                                                                                                                 |                   |          |                   |       |                |

|  |         |         |         |          |          |
|--|---------|---------|---------|----------|----------|
|  | 0<br>0% | 0<br>0% | 1<br>8% | 7<br>54% | 5<br>38% |
|--|---------|---------|---------|----------|----------|

**19.** The EC needs to provide more direction.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 1<br>8%           | 3<br>23% | 6<br>46%          | 2<br>15% | 1<br>8%        |

**20.** The EC has communicated the kinds of information and level of detail it requires on what is happening in the organization.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 5<br>42%          | 5<br>42% | 2<br>17%       |

**21.** The EC has developed formal criteria and a process for evaluating the Committee/Working Group Chairs.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 8<br>67%          | 2<br>17% | 2<br>17%       |

**22.** The EC has formally evaluated the Committee/Working Group Chairs within the past 12 months.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 1<br>8%           | 0<br>0%  | 6<br>50%          | 3<br>25% | 2<br>17%       |

**23.** The EC evaluates the Committee Chairs primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 8<br>67%          | 3<br>25% | 1<br>8%        |

**24.** The EC provides feedback and shows its appreciation.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 1<br>8%  | 4<br>33%          | 6<br>50% | 1<br>8%        |

**B. Committee/Working Group/Subcommittee Vice-Chairs** Rate yourself using a scale of 1 to 5.**26.** Assisted the Chair in the management of the work.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 2<br>17%          | 7<br>58% | 3<br>25%       |

**27.** Assumed the interim chairmanship in the absence of the Chair.

|                                                                                                                                 |                   |          |                   |          |                |            |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree | N/A        |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       | <b>N/A</b> |
|                                                                                                                                 | 0<br>0%           | 2<br>17% | 0<br>0%           | 3<br>25% | 2<br>17%       | 5<br>42%   |

Enter a question

**C. Section Chairs** Rate yourself using a scale of 1 to 5.**28.** Ensured the Section's purpose is clear and reflects the strategic objectives of the IAA.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 2<br>33% | 4<br>67%       |



**29.** Ensured that any Section rule changes are consistent with the IAA's Statutes and Internal Regulations.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 2<br>40% | 3<br>60%       |

**30.** Ensured the Section follows the IAA's goals by implementing a plan of action and staying focused.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 2<br>40% | 3<br>60%       |

**31.** Submitted the Section's annual budget to the Secretariat.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 1<br>20%          | 2<br>40% | 2<br>40%       |

**32.** Attended Council meetings as a voting Section Delegate.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 1<br>20%          | 0<br>0%  | 0<br>0%           | 2<br>40% | 2<br>40%       |

**33.** Reported semi-annually to Council on the Section's activities and financial position.

|                                                                                     |                   |          |                   |       |                |
|-------------------------------------------------------------------------------------|-------------------|----------|-------------------|-------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of | Strongly Disagree | Disagree | Maybe or Not Sure | Agree | Strongly Agree |
|-------------------------------------------------------------------------------------|-------------------|----------|-------------------|-------|----------------|

|                                             |          |          |          |          |          |
|---------------------------------------------|----------|----------|----------|----------|----------|
| the total respondents selecting the option. |          |          |          |          |          |
|                                             | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|                                             | 0<br>0%  | 1<br>20% | 0<br>0%  | 2<br>40% | 2<br>40% |

**34.** Ensured coordination with Committee and Section Chairs when dealing with topics of mutual interest.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 1<br>20%          | 2<br>40% | 2<br>40%       |

Executive Committee's Relationship with Section Chairs

**36.** There is a clear understanding of the EC's role.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 1<br>20%          | 1<br>20% | 3<br>60%       |

**37.** There is good two-way communication with the EC.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 1<br>20% | 0<br>0%           | 2<br>40% | 2<br>40%       |

**38.** The EC trusts the judgment of the Section Chairs.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |

|  |         |         |         |          |          |
|--|---------|---------|---------|----------|----------|
|  | 0<br>0% | 0<br>0% | 0<br>0% | 3<br>60% | 2<br>40% |
|--|---------|---------|---------|----------|----------|

**39.** The EC needs to provide more direction.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 1<br>20% | 2<br>40%          | 2<br>40% | 0<br>0%        |

**40.** The EC has communicated the kinds of information and level of detail it requires on what is happening in the organization.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 1<br>20% | 1<br>20%          | 2<br>40% | 1<br>20%       |

**41.** The EC provides feedback and shows its appreciation.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 2<br>40% | 0<br>0%           | 2<br>40% | 1<br>20%       |

D. Subcommittee Chairs Depending on the question, rate yourself using a scale of 1 to 5 or make a selection from the list provided.

**43.** Ensured the terms of reference are clear and continually updated and are within the scope of the mandate of the parent committee.








|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 |                   |          |                   |          |                |



|  |         |         |         |          |          |
|--|---------|---------|---------|----------|----------|
|  | 0<br>0% | 0<br>0% | 0<br>0% | 3<br>50% | 3<br>50% |
|--|---------|---------|---------|----------|----------|

**44.** Conducted effective meetings as required to meet the plan.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 3<br>50% | 3<br>50%       |

**45.** Conducted effective meetings as required to meet the plan. Select all that apply:

|                                                                                                                                                                                                                                         |                                                                                      |   |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---|------|
| Provided adequate notice and meeting schedules                                                                                                                                                                                          |    | 6 | 100% |
| Provided effective working agendas that were circulated in advance                                                                                                                                                                      |    | 6 | 100% |
| Managed the meetings by coaching and not dominating                                                                                                                                                                                     |  | 6 | 100% |
| Encouraged a participation style that produced results on time                                                                                                                                                                          |   | 5 | 83%  |
| Encouraged the participation of all members.                                                                                                                                                                                            |   | 4 | 67%  |
| Where applicable, facilitated the participation by telephone of members unable to physically attend a meeting, by ensuring that all presentation materials were circulated at least one week in advance of the meeting, where possible. |   | 4 | 67%  |
| Where applicable, ensured that the IAA Secretariat was utilized properly, participated, and                                                                                                                                             |  | 6 | 100% |

|                                                                                                                                             |                                                                                    |   |      |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---|------|
| was informed on all phases of activity.                                                                                                     |                                                                                    |   |      |
| Submitted regular activity reports to the parent committee.                                                                                 |  | 6 | 100% |
| Produced minutes of the meeting and made them available electronically within 45 days of the meeting (Internal Regulations, Article 4.4 e)) |   | 4 | 67%  |




**46.** Made effective use of the vice-chair(s) in leading projects, running portions of meetings and other tasks as appropriate.




|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 2<br>33%          | 3<br>50% | 1<br>17%       |

**47.** Effective integration of new members.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 1<br>20%          | 2<br>40% | 2<br>40%       |

**48.** Effective integration of new members. Select all that apply:

|                                                                           |                                                                                      |   |      |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---|------|
| Welcomed new members                                                      |  | 5 | 100% |
| Explained the usual functions of the subcommittee (terms of reference)    |  | 5 | 100% |
| Provided background material on any ongoing projects or issues, including |   | 4 | 80%  |



|                                                                                                                                    |                                                                                   |   |     |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---|-----|
| reference to recent agendas and minutes on the website                                                                             |                                                                                   |   |     |
| Informed new members of any items that may be temporarily off the agenda, but that were expected to return                         |  | 3 | 60% |
| Encouraged new members to attend the "Introduction to the IAA" session held in conjunction with IAA meetings                       |  | 3 | 60% |
| Informed new members of the IAA paper on the participation of non-native English speakers and new delegates in the work of the IAA |  | 3 | 60% |

**49.** Ensured coordination with other committees/subcommittees/working groups and Sections when dealing with topics of mutual interest.

|                                                                                                                                 |                   |          |                   |          |                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|-------------------|----------|----------------|
| Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option. | Strongly Disagree | Disagree | Maybe or Not Sure | Agree    | Strongly Agree |
|                                                                                                                                 | <b>1</b>          | <b>2</b> | <b>3</b>          | <b>4</b> | <b>5</b>       |
|                                                                                                                                 | 0<br>0%           | 0<br>0%  | 0<br>0%           | 4<br>67% | 2<br>33%       |

E. General

**50.** Was this questionnaire useful?

|              |                                                                                      |    |      |
|--------------|--------------------------------------------------------------------------------------|----|------|
| Yes          |  | 23 | 92%  |
| No           |   | 2  | 8%   |
| Total        |                                                                                      | 25 | 100% |
| 11 Responses |                                                                                      |    |      |

