

Survey Results of Chairs and Vice-Chairs for 2012

Q#		2010	2011	2012
A	Questions for Chairs (Committees, Working Groups)			
4	Terms of reference updated and reflective of strategic plan	91%	100%	85%
5	Implemented a plan of action and stayed focused	75%	100%	83%
6	Conducted effective meetings			
a	Provided adequate notice and meeting schedules	100%	100%	86%
b	Provided effective working agendas circulated in advance	83%	100%	86%
c	Managed the meetings by coaching and not dominating	92%	100%	100%
d	Encouraged participation that produced results on time	83%	100%	93%
e	Encouraged participation of all members	92%	92%	100%
f	Facilitated participation by telephone by ensuring all material circulated in advance	58%	83%	50%
g	Utilized and informed Secretariat	75%	100%	100%
h	Submitted an activity report	67%	75%	79%
i	Produced minutes on time			71%
7	Ensured that decisions reflect consensus	84%	100%	83%
8	Made effective use of the Vice-chair	67%	67%	77%
9	Submitted budget	not asked	58%	75%
10	Attended Council meetings as ex-officio	not asked	100%	76%
11	Effective integration of new committee members:			
a	Welcomed them	100%	100%	100%
b	Explained usual functions of committee (TORs)	67%	69%	82%
c	Provided background information/material	67%	77%	64%
d	Informed of NNE paper		46%	55%
12	Considered succession planning issues, informed NC/EC as appropriate	33%	66%	74%
13	Ensured coordination with other committees and Sections as appropriate	70%	92%	79%
14	Considered subcommittee leadership succession planning			78%
15	Reviewed subcommittee TORs to ensure continued relevance to committee mandate			78%
16 to 26	see EC survey results			

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B Question for subcommittee chairs				
27	Ensured TORs are clear and within scope of parent commttee's mandate		100%	86%
28	Conducted effective meetings			
a	Provided adequate notice/meeting schedules		100%	88%
b	Provided effective working agendas		100%	81%
c	Managed the meetings by coaching and not dominating		100%	69%
d	Encouraged participation that produced results on time		83%	88%
e	Encouraged participation of all members		67%	88%
f	Facilitated participation by telephone by ensuring all material circulated in advance		67%	81%
g	Utilized and informed Secretariat		100%	81%
h	Submitted activity reports to parent committee		100%	69%
i	Produced minutes of meeting		67%	69%
29	Made effective use of Vice-chairs		67%	79%
30	Effective integration of new members:			
a	Welcomed them		100%	93%
b	Explained usual functions of committee (TORs)		100%	79%
c	Provided background information/material		80%	79%
d	Informed of NNE paper		60%	50%
31	Coordinated with other committees/subcommittees/working groups/Sections as appropriate		100%	87%
32	Provided regular reports to the parent committee			86%
33	Has a good communication with the parent committee			81%
C Question for Section chairs				
34	Ensured Section's purpose is clear and reflects IAA SOs		100%	91%
35	Ensured Section rule changes consistent with IAA Statutes and Internal Regulations		100%	94%
36	Ensured Section follows IAA goals and implements plan of action		100%	89%
37	Submitted budget		80%	91%
38	Attended Council meetings as voting Section Delegate		80%	94%
39	Reported to Council on activities and finances		80%	94%
40	Coordinated with committee chairs as appropriate		80%	89%
41 to 47	see EC survey results			

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B	Questions for vice-chairs			
48	Assisted Chair	58%	83%	84%
49	Assumed interim chairmanship in absence of Chair	27%	59%	83%
E	General (for all)			
50	Was questionnaire useful	53%	92%	77%

COMMENTS

Q50 Was questionnaire useful?

PS Getting excellent support from the Secretariat and Christian, by the way!

It will assist me in knowing what to look for/be aware of in future meetings.

Section B was indicated as being applicable to Vice Chairs but questions were not geared that way.

It was a bit awkward to complete in spots - for example, we had NO new members, but there was no space to indicate N/A in questions dealing with that area. However, I ticked the three boxes where I had done those things the year before. While we were during 2012 just a SubComm, I took the liberty of completing qstns 16-26 on the relationship with the EC, given that we report to it.

It was contradictory whether vice chairs should complete B or D. Some questions did not apply The chair and vice chairs are new, so hard to say much.

As a vice chair I only had to complete two questions (48 & 49), so perhaps that wasn't necessary. Also I note the instructions about who should complete

There seems to be a need for broader working relationships across IAA organizations and EC can help facilitate that.

I was questioned on a number of subjects that I expect the secretariat to handle. Otherwise, I was mainly asked if I had done my job properly or not. Any

Will add points to agenda of first meeting and see where we can improve

I did not observe much direction from the EC and the Regulation Committee. I assume that intermediary role was filled by Toshihiro. The IAA has a number there seemed to be some duplication. and this committee has no subcommittees therefore some parts were not applicable.

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Q51 **Indicate what type of support, if any, would be useful in carrying out your role**

I have not seen a lot of interaction between the EC and my Section or Section Committee. I would appreciate interacting with the EC on ways to improve and

More information on the role of the EC

Increase of travel budget

Our work often results in constraints arising from lack of funds to deliver our mission. It seems our section has the potential to assist our Associate Members

The secretarial support is the most important.

Possibly more Secretariat support, review of structures supporting IAA development objectives

The nomination and implementation of the new chair for the regulation committee was unexpected - at no time did anyone let the vice-chairs know what was taking place; it just kind of happened with whispers in the hallway. I felt that I needed to resign my vice-chair position as a result, and indicated same to the Regulation Committee members; however, no one has yet discussed this issue with me. I don't know the protocols for such an event; but I hope that I am on the right path. I thank the EC for my time and the opportunity as the vice-chair of the regulation committee.