



Executive Council Self-Assessment Policy

Adopted May 2026

I. Purpose

The purpose of this policy is to ensure that the LASA Executive Council (EC) regularly reflects on its collective performance, identifies areas for improvement, and strengthens and enhances its ability to govern effectively and advance the Association's mission. A structured annual self-assessment process supports accountability, strategic alignment, and continuous improvement.

II. Objectives

The goals of the EC self-assessment are to:

1. Evaluate the effectiveness of the EC in fulfilling its responsibilities in governance, oversight, and leadership.
2. Assess alignment with LASA's mission, values, and strategic priorities.
3. Identify opportunities for development, policy refinement, and improved functioning.
4. Encourage individual reflection and accountability among EC members.
5. Strengthen transparency and trust within the EC and with the broader LASA membership.

III. Assessment Instrument

The EC will utilize a standardized EC Evaluation Survey (Appendix 1), developed based on best practices and approved by EC leadership. The survey includes 12 sections and a self-evaluation:

1. LASA's mission (Governance and mission alignment)
2. Strategic Planning (Strategic Direction) (if available)
3. Policy Making Practices (Policy-making effectiveness)
4. Fiscal Management Practices (Financial oversight and fiduciary duties)
5. EC and Staff Roles (Separation of duties)
6. Executive Director-Executive Council Relationship
7. Advocacy and External Affairs (Advocacy effectiveness)
8. EC Membership and Orientation
9. EC Structure and Practices (EC structure and diversity)
10. EC Committees and Task Forces (Committee functionality)
11. EC Meetings
12. Fundraising and Development Practices

The survey instrument may be reviewed and updated periodically to ensure relevance and usefulness.

IV. Frequency and Process

1. **Timing:** The survey will be administered annually, with distribution typically in May/June following the LASA International Congress. Participation will be required of outgoing and continuing EC members, but not incoming EC members. Results will be reviewed at the September EC meeting.
2. **Administration:** The survey will be administered electronically and responses collected anonymously. The Executive Director or designee will manage the process in collaboration with the EC President.
3. **Participation:** All current EC members are expected to complete the survey in full. Reminders will be sent to encourage full participation.
4. **Confidentiality:** Responses will be anonymous. Comments will be randomized before presentation to maintain confidentiality.

V. Analysis and Follow-Up

1. **Review of Results:** A summary report of results, including trends and key findings, will be prepared and presented for discussion at the fall EC meeting.

2. **Reflection and Action:**

- The EC will collectively reflect on the results and identify areas for improvement.
- The EC President, in collaboration with the Executive Director, may propose follow-up actions such as training, revisions to committee structures, or adjustments to governance practices.
- If recurring concerns arise, the EC may initiate focused reviews or task forces to address specific areas.

VI. Recordkeeping and Reporting

- A record of the implementation of the self-assessment process (survey administration, summary results, and follow-up actions) will be maintained by the LASA Secretariat.
- A summary of EC development actions may be included in LASA's annual report or internal review materials, when appropriate.

VII. Responsibilities

EC President: Ensures implementation of the policy and facilitates discussion of the results.

- **Executive Director:** Manages logistics and supports analysis of survey responses.
- **EC Members:** Participate in the process in good faith and contribute to follow-up discussions and improvements.

VIII. Policy Review

This policy will be reviewed every three years or as needed to ensure it remains effective and aligned with LASA's evolving governance needs.