



Southwest Harbour **Community** Centre

To: Centre Staff

From: Helen Zwicker, Board Chair

Date: November 20, 2019

Re: Staff Survey

Greetings. As part of its governing job, your board is undertaking an evaluation of your executive director. This time out we have decided, as part of that evaluation, to survey staff about the management of Centre as a place to work.

Next week you will receive a short questionnaire (paper and electronic copies).¹ It involves 20 questions with space for comments. Your name will be on the copy you receive because we want to hear from everyone. Only I, and the Vice Chair, Frank Williams, will see what you submit. In other words we will keep individual responses confidential. The two of us will compile the results, a summary, including any comments received, for the board to see. We will not be keeping individual copies of the questionnaires and, once the board summary is complete, neither should you.

We will share a version of the staff summary with everyone, including the ED, without any comments that might be attributable to you or otherwise sensitive.

The executive director knows about the survey and is supportive of you taking the time to complete it.

We would like your completed questionnaire returned to me by mail (envelope and stamp included) or by email by December 10. This information and any additional instructions will be included with the questionnaire.

We look forward to learning about your experience.

¹ Be careful not to suggest that the questionnaire will not take an employee long to complete. Ideally some might take them home to think about.