# Board/Committee Annual Self-Assessment

The board/committee is ultimately accountable for its own performance and should undertake a review of its performance at an agreed time on an annual basis.

Aspects of the board/committee performance suggested for review include:

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|  | Record your view of board/committee performance | Rating0 Disagreeup to5 Agree | Comment |
| 1 | Has a mission statement appropriate for the club and that everyone is familiar with. |  |  |
| 2 | Developed long term goals and a strategic plan for the club.  |  |  |
| 3 | Established and/or reviewed club policies and objectives adapting to current needs and compliance. |  |  |
| 4 | Worked well with the supporting volunteers and staff (if applicable). |  |  |
| 5 | A climate of trust exists between board/committee members and the volunteers and staff (if applicable). |  |  |
| 6 | Understood its responsibilities to speak with one voice. |  |  |
| 7 | Sees that it’s actions are adequately communicated to members. |  |  |
| 8 | Was responsive to tasks delegated by the Committee. |  |  |
| 9 | Carried out its meetings in an efficient, professional manner. |  |  |
| 10 | Held meetings that were well attended. |  |  |
| 11 | Conducted meetings that were inclusive and welcome diverse views. |  |  |
| 12 | Prepared clear reports for board/committee action. |  |  |
| 13 | Was timely in completing and delivering reports. |  |  |
| 14 | Kept its involvement to policy, except for operational matters in its charter. |  |  |
| 15 | Worked with a well-defined set of responsibilities, which the members understood. |  |  |
| 16 | Focused on their own job rather than the general manager’s job (if applicable). |  |  |
| 17 | Contains a sufficient range of expertise to make it an effective governing group. |  |  |
| 18 | Approved risk management strategies. |  |  |
| 19 | Appraised the general manager (if applicable) systematically and remunerates him/her appropriately. |  |  |
| 20 | Conducted an induction of new board members.  |  |  |
|  | **Each Committee member:** |  |  |
| 21 | Appreciated the board/committee’s role in the governance structure. |  |  |
| 22 | Had the qualifications appropriate for the board/committee’s work. |  |  |
| 23 | All board/committee members put in the required effort. |  |  |
| 24 | Adhered to the code of conduct. |  |  |
| 25 | Demonstrated a commitment to teamwork. |  |  |
| 26 | Contributes to Committee succession planning. |  |  |
| 27 | Set an example by abiding by all club rules and policies |  |  |