

# [insert organisation name/logo]

## Board Performance Assessment

The purpose of the Board Performance Assessment is to ascertain how well the Board is performing from the perspective of the CEO and each individual Board member.

The Board Chair/President collates the assessments to provide a report to the Board.

Board performance assessment by the CEO/Manager		
Performance indicator	Rating 1=Low 5=High	Comment
1. The Board provides an effective representative of the community it serves	1 2 3 4 5	
2. Average attendance at each Board meeting	1 2 3 4 5	
3. Board membership as a proportion of maximum possible membership	1 2 3 4 5	
4. All contractual obligations with funding bodies achieved	1 2 3 4 5	
5. External Auditors Report completed	1 2 3 4 5	
6. Diversity of funding sources	1 2 3 4 5	
7. Financial reserves adequate to meet identifiable obligations and agreed percent of yearly income	1 2 3 4 5	
8. Ratio of administrative costs to service delivery costs	1 2 3 4 5	
9. Compliance monitoring in place and effective	1 2 3 4 5	
10. Risk management in place and followed	1 2 3 4 5	
11. CEO performance assessment completed and acted on	1 2 3 4 5	
12. Strategic objectives achieved	1 2 3 4 5	
13. Forma quality improvement program in place	1 2 3 4 5	
14. Annual Board performance assessment complete by all members and acted on	1 2 3 4 5	
15. Adherence to governance policies and procedures (record of non-compliance)	1 2 3 4 5	
16. Board member attendance at training/conferences	1 2 3 4 5	
<b>CEO/Manager</b>		
<b>Date and signature</b>		

<b>Board performance assessment by Board Members</b>		
<b>Performance indicator</b>	<b>Rating</b> 1=Low 5=High	<b>Comment</b>
1. I understand the legal and other obligations of being a Board member	1 2 3 4 5	
2. The Board adheres to the governance policy and procedures	1 2 3 4 5	
3. The Board is focused and effective	1 2 3 4 5	
4. Board processes allow all members to clearly express thoughts and feedback on current issues, services and concerns	1 2 3 4 5	
5. Board members are representative of the community it serves	1 2 3 4 5	
6. Actions and advice provided by the Board are communicated to and implemented by the CEO/Manager	1 2 3 4 5	
7. I am aware of and agree with the strategic plan	1 2 3 4 5	
8. The Board effectively monitors the organisation	1 2 3 4 5	
9. Board subcommittees are effective	1 2 3 4 5	
10. Subcommittees provide the full Board with relevant and sufficient information	1 2 3 4 5	
11. The Board has the right mix of skills and experience	1 2 3 4 5	
12. Board meetings are effective	1 2 3 4 5	
13. I am aware of all contracts, services and projects of the organisation	1 2 3 4 5	
14. I have adequate time to read Board documents prior to meetings	1 2 3 4 5	
15. Information presented and discussed at Board meetings is clear and effective	1 2 3 4 5	
16. My contribution to Board meetings is regular and effective	1 2 3 4 5	
17. I am up to date on developments that affect the role of the organisation	1 2 3 4 5	
18. The Board works well with the CEO/Manager	1 2 3 4 5	
19. The Board effectively manages risk	1 2 3 4 5	
20. The Board does a good job in governing the organisation	1 2 3 4 5	
<b>Board member</b>		

<i>Date and signature</i>	
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Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Reference**

*This is taken from the NADA Board Performance Assessment.*

[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)