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## Board Evaluation Form

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| Policy Area             | Board Evaluation Form |
| Policy no.              | Policy no. 11         |
| Policy version          | Version number 1      |
| Policy operational date | 22.01.2024            |
| Policy review date      | 22.01.2026            |

**Board Evaluation Form**

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**1. Introduction**

Based on the below evaluation, Board members may seek training to plug competency gaps, adopt best practices and where appropriate, appoint new Board members with the relevant expertise.

**2. Checklist**

Review the list of basic Board responsibilities. In this assessment, indicate whether the Voluntary Board of Directors (VBOD) currently does a satisfactory job in an area or whether improvements to its performance is required.

| Board Responsibility   | Satisfactory | Needs Work |
|--|--------------|------------|
| <b>Vision &amp; Mission</b><br><br>1. Vision & mission define the organisation's goals & objectives?<br><br>2. Board policy decisions, activities & services reflect the vision & mission? |              |            |
| <b>Strategic Planning</b><br><br>3. Regularly engages in the strategic planning function.<br><br>4. Reviews the plan & focuses on strategic issues?  |              |            |
| <b>Monitoring &amp; Evaluation</b><br><br>5. Monitors & evaluates programmes to ensure they support the mission & objectives?<br><br>6. Considers new initiatives to meet changing needs?  |              |            |

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| <p><b>Financial Control</b></p> <p>7. Ensures resources are allocated wisely to achieve the mission.</p> <p>8. Reviews annual budget, financial reports, accounts, auditor's report &amp; investment policies?</p>  |  |  |
| <p><b>Fund-Raising (torc. CFRC)</b></p> <p>9. Endorsed an appropriate (torc.CFRC) strategy in accordance with a code of conduct &amp; practices?</p> <p>10. (torc.CFRC) activities effectively &amp; efficiently organised?</p> <p>11. Participates in (torc.CFRC) activities &amp; identifies (torc.CFRC) sources?</p> |  |  |
| <p><b>Relationship with Manager (CEO) &amp; Staff</b></p> <p>12. Understands &amp; respects distinct responsibilities of VBOD, CEO &amp; staff?</p> <p>13. Clearly defined roles &amp; responsibilities of CEO?</p> <p>14. Provides regular support &amp; appraisal of CEO?</p>   |  |  |
| <p><b>Board Effectiveness</b></p> <p>15. Clearly defined job descriptions and terms of reference for VBOD members &amp; committees?</p> <p>16. Meetings are well organised &amp; productive?</p>  |  |  |

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| <b>Board Recruitment &amp; Orientation</b><br><br>17. Effective process to identify and recruit new Board members?<br><br>18. Ensures appropriate Board composition (e.g., knowledge, experience, skills)?<br><br>19. Comprehensive orientation for recruits to VBOD responsibilities & organisation? |  |  |
| <b>Public Relations (PR)</b><br><br>20. Board members promote the cause & mission to community?<br><br>21. Effective engagement strategy in PR activities?  |  |  |

### **3. Review**

This Evaluation Form will be reviewed in 3 years or sooner should circumstances change.

### **Revision History**

| Revision No. | Approval Date | Document Reference and Changes Made | Name |
|--------------|---------------|-------------------------------------|------|
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