

Board Member Annual Self Review

Making the decision to become part of an organisation or board can be a very enriching experience. Setting and achieving goals, working with likeminded people in a stimulating environment is rewarding and satisfying.

Yet many organisations struggle to find high quality board members who are willing to undertake board membership. Primarily this is because becoming a board member is a serious commitment. Potential board members have to carefully take into account whether they have the time and ability to devote to board meetings and the execution of their duties.

Once the commitment has been made there then needs to be a strong and consistent commitment to be engaged and active in their position. It can be useful to take the time once a year to review both the performance of the board and its individual members. Tools such as this one help in this process.



Board Performance Evaluation

This part of the questionnaire gives individuals the opportunity to measure their own performance and to honestly answer the question: "am I doing a good job"?

- 1. My attendance at scheduled meetings this year has been excellent**
Very much like me, a lot like me, not like me at all
- 2. I listen with respect to others' ideas and perspectives**
Very much like me, a lot like me, not like me at all
- 3. I have achieved all allocated tasks fully and on time (e.g. research, expert advice, report writing)**
Very much like me, a lot like me, not like me at all
- 4. I stay focused on the topic being discussed and do not take others off track**
Very much like me, a lot like me not like me at all
- 5. I read the minutes, financial statements and other documentation and prepare my questions and comments prior to the meeting**
Very much like me, a lot like me not like me at all
- 6. I have taken part in professional development this year**
Very much like me, a lot like me, not like me at all
- 7. I offer to take responsibility for implementing team decisions**
Very much like me, a lot like me, not like me at all
- 8. I play my role in both logical and creative problem solving**
Very much like me, a lot like me, not like me at all
- 9. I defend the decisions of the Trust fairly and respectfully**
Very much like me, a lot like me, not like me at all

This part of the questionnaire supports the Board as a whole to measure their performance and understand the strengths and gaps in board performance. This is a particularly useful way of identifying what skill base may be missing from the board, which can be looked for in future board members.

- 10. ***I am honest when I know I do not have the skills or expertise to contribute to a decision***
Very much like me, a lot like me, not like me at all
- 11. ***I give and receive feedback to and from stakeholders respectfully and professionally***
Very much like me, a lot like me, not like me at all
- 12. ***I am comfortable to take a leadership role when required***
Very much like me, a lot like me, not like me at all
- 13. ***I believe I am an excellent communicator***
Very much like me, a lot like me, not like me at all
- 14. ***I undertake my tasks good naturedly and responsibly***
Very much like me, a lot like me, not like me at all



What to do with the results of your evaluation?



You could sit back, feeling great about what an outstanding board member you are.



You could decide to undertake some training or commit to more involvement.



Or you could decide your work here is done and it's time to move on.



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