

**Review checklist for Board Members or Management Committee Members**

<p>In order to use this tool each board or committee member should review their own performance as an individual. Once that has been completed the entire board or committee should discuss the findings with a view to putting a development plan in place to address any development needs that are identified through the process. Either the chairman or lead committee member could facilitate this discussion.</p>			
<b>Please tick either:- Yes, No or Needs Work</b>	<b>Yes</b>	<b>No</b>	<b>Needs Work</b>
I understand the responsibilities of my role			
I understand and comply with the organisation's governing documents			
I understand the organisation's legal structure			
I understand the liabilities of being a member of our Management Committee			
I ensure I provide sound financial oversight and ensure that resources are properly managed			
I ensure that all potential risk is assessed and dealt with			
I am able to account for everything the organisation does			
I ensure the organisation pursues its purpose (as defined in the governing document)			
I safeguard the name and values of the organisation			
We take decisions as a collective group			
I understand the role and responsibilities of other officers			
I understand the role and delegated authority of any subcommittees			
I can differentiate between the role of the Board, Management Committee and staff			
We hold meetings as necessary to properly fulfil our role			
We seek expert and professional advice when needed			
We report to our board on a regular basis to ensure they can meet their governing responsibilities			
I am aware of any organisational risks and work to manage / mitigate them			
I engage with staff regularly and ensure everyone is clear on their role and responsibilities			
Were it is my role I ensure others are held to account for their actions / performance			