

BOARD MEMBER SELF EVALUATION FORM

Every board member should complete this form. Take plenty of time to consider your responses. To indicate “Yes” place a circle around “Y” To indicate “Some or Sometimes” place a circle around “S” To indicate “No or Never” place a circle around “N”

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|---|--|---|---|---|
| 1. Am I able to attend regularly scheduled meetings? | | Y | S | N |
| 2. Do I attend at least 90% of all board meetings? | | Y | S | N |
| 3. Do I advise of my non attendance at least 5 days in advance? | | Y | S | N |
| 4. Do I arrive on time for meetings? | | Y | S | N |
| 5. Is my schedule flexible enough to attend emergency meetings | | Y | S | N |
| 6. Does my career conflict with my position on the board? | | Y | S | N |
| 7. Can I readily commit to giving my fullest attention to this board? | | Y | S | N |
| 8. Am I able to discuss all related topics effectively? | | Y | S | N |
| 9. Do I review all supporting documents and materials prior to all meetings? | | Y | S | N |
| 10. Do I work easily with other board members? | | Y | S | N |
| 11. Do I work easily with the general manager when required? | | Y | S | N |
| 12. Am I able to keep an open mind on all issues discussed? | | Y | S | N |
| 13. Do I make at least one positive contribution to each board meeting? | | Y | S | N |
| 14. Do I have a high level of commitment and interest in the CTC and the learners? | | Y | S | N |
| 15. Do I govern well and am I clear on what that actually means | | Y | S | N |
| 16. Do I have enough information, tools and support to govern this organisation well? | | Y | S | N |
| 17. Is there is clear evidence showing that I carry out my role effectively? | | Y | S | N |
| 18. Can I explain who the key stakeholders are and how they relate to the CTC? | | Y | S | N |
| 19. Do I have experience of the community? | | Y | S | N |
| 20. Do I have knowledge of local labour markets and the possible skills gaps within the community? | | Y | S | N |
| 21. Do I bring a network of other people or agency expertise that could help the organisation achieve its objectives? | | Y | S | N |
| 22. Is it evident from my involvement in the board how I support and achieve continuous improvement within the centre? | | Y | S | N |
| 23. Do I role model the behaviours associated with the culture of the organisation? | | Y | S | N |
| 24. Do I ensure a good level of board leadership is achieved through my involvement ? | | Y | S | N |
| 25. Do I need any further training, development, mentoring, support or documentation to help me be a more effective board member? | | Y | S | N |

Use your answers to determine if there are areas you could improve or need help with and be prepared to discuss this with your fellow board members or the chair.
