



# People First -Total Solutions

Effective People, Better Organisations, Stronger Society

## Board Effectiveness Checklist

	Yes – No	
<b>Board Development</b>		
1. Board size is appropriate for the governance responsibilities of the agency	<input type="checkbox"/>	<input type="checkbox"/>
2. Board composition is balanced in terms of the skills needed for the agency	<input type="checkbox"/>	<input type="checkbox"/>
3. Board members are representative of the community the agency serves (in terms of gender, cultural diversity etc)	<input type="checkbox"/>	<input type="checkbox"/>
4. Board has succession planning mechanism in place – including recruitment and mentoring of new members	<input type="checkbox"/>	<input type="checkbox"/>
<b>Board Orientation</b>		
5. Board members undertake a comprehensive orientation process including:	<input type="checkbox"/>	<input type="checkbox"/>
• Mission, Vision and History of the agency		
• Rules (Constitution) and Bylaws		
• Agency policies		
• Annual budget, Funding and other financial accountabilities		
• Sub committee terms of reference		
• Legislative requirements		
• Conflict of interest policy		
• Fiduciary duty		
6. Board members have signed off on a job description for their role	<input type="checkbox"/>	<input type="checkbox"/>
<b>Board Responsibilities</b>		
7. Board members are committed to the mission and vision of the agency	<input type="checkbox"/>	<input type="checkbox"/>
8. Board members have knowledge of the spectrum of agency activities	<input type="checkbox"/>	<input type="checkbox"/>
9. Role of Chair is respected and an appropriate person is elected as chair	<input type="checkbox"/>	<input type="checkbox"/>
10. Board has timely and transparent decision making processes	<input type="checkbox"/>	<input type="checkbox"/>
11. Board has processes to ensure decisions are enacted & monitors progress	<input type="checkbox"/>	<input type="checkbox"/>
12. Board members participate in fund raising activities	<input type="checkbox"/>	<input type="checkbox"/>
13. Board undertakes an appropriate supervision role of the CEO/Manager	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meeting Practices</b>		
14. Board meetings start and finish on time	<input type="checkbox"/>	<input type="checkbox"/>
15. Board members attend & actively participate in 90% of meetings	<input type="checkbox"/>	<input type="checkbox"/>

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 16. Board members prepare and read all papers prior to meetings | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. No one person dominates the meetings                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Board members comply with Standing Orders and Meeting       | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Board documents its decisions by keeping accurate Minutes   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Boards move through all Agenda items in a timely manner     | <input type="checkbox"/> | <input type="checkbox"/> |

**Financial Issues**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 21. Board ensures a comprehensive budget is developed each financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Board ensures an audit is undertaken on an annual basis               | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Board members monitor agency finances through documented reporting    | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Board members understand the agency's viability -short and long term  | <input type="checkbox"/> | <input type="checkbox"/> |

**Planning Issues**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 25. Board ensures all activities remain consistent with Vision, Mission & Values                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Board members provide creative ideas to ensure agency progress & growth                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Board has structures in place to respond rapidly to change or crisis                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Board members are aware of agency risk factors   | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Board reacts proactively to suggestions made by service users, community,<br>Paid staff and volunteers | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Board reviews itself at least every two years  | <input type="checkbox"/> | <input type="checkbox"/> |

**Scoring:**

**26 to 30:** An almost Perfect Board- share your secrets with others by mentoring, communication and concern

**20 to 25:** Much of your practice is appropriate. Review the areas where there are "holes" and work out a strategy to close those gaps

**10 to 19:** You have potential for financial loss, an inappropriately composed Board or a poor strategy or all of these. Look for help

**Under 9:** Seek help immediately

**People First –Total Solutions:**

Avoid legal and financial difficulties and build a better agency! We can help you review your Board, train your Board members, set your strategy, provide good services to those you support and protect your reputation.

**For more: [www.pfts.com.au](http://www.pfts.com.au)**