



# CHECKLIST

FOR BOARD SELF-EVALUATION

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- Does the Board feel it is sufficiently able to lead, direct and safeguard the organisation, and ensure the achievement of its mission statement?
- Can Board members confirm that the organisation complies fully with the NGO Code of Corporate Governance?  
(If not, what needs to be done to address this? Use the “NGO Code of Corporate Governance Checklist”)

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## ADHERENCE TO THE CODE

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- Are Board members able to accept ultimate responsibility for the affairs of the organisation ?
- Do Board members know whether the organisation is compliant with its governing documents and with relevant laws and regulations?
- Do Board members understand their duties and responsibilities, and do they have a statement defining them?
- Are proper arrangements in place for the supervision of the CEO and staff?
- Does the Board regularly review its own performance?  
(When was the last time?)
- Does the NGO have a conflict of interest policy in place?
- Is the Board open and accountable to all stakeholders?  
(How can it demonstrate this?)

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## BOARD SELF-EVALUATION

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- How well has the Board performed against its own performance objectives?
- Is the composition of the Board and its committees appropriate, with the right mix of knowledge and skills to maximise performance?
  
- How well does the Board communicate with the management team, employees and others?
- Are relationships inside and outside the Board well managed?
  
- Is appropriate, timely information of the right length and quality provided to the Board and is management responsive to requests for clarification?
- Does the Board provide helpful feedback to management on its requirements?
- Are the processes for setting the agenda working? Do they enable Board members to raise issues and concerns?
  
- Does the Board focus sufficiently on matters relating to strategy and ensuring overall organisational impact?