**Board Evaluation Process**

* One Director is appointed to provide feedback post each Board meeting and appointed as the ‘reviewer’. The reviewing Director to be announced at the commencement of the meeting.
* The Evaluation Form will be provided in the Board papers as part of the pack.
* The Evaluation Form needs to be returned to XYZ within 7 days of the CEO sending out the draft minutes. XYZ will review and provide the feedback to the Chair and CEO.
* The full evaluation feedback will be attached to the meeting Minutes (unless there is a need to censor any comments).
* ABC will be the first ‘reviewer’ followed by DEF and thereafter rotate through the directors.

**Meeting No: 123 Date:**

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| --- | --- | --- |
| **No.** | **Questions** |  |
|  | **Papers** | **Comments** |
|  | Were papers relevant and clear? Did reporting include a risk assessment, financial considerations and alternatives where relevant? |  |
|  | Was the level of detail appropriate, succinct, and simple? (For Example, was there appropriate use of dashboards?) |  |
|  | Was the focus of the following standard reports appropriate?   * CEO * Finance * [other specified reports] |  |
|  | **Conduct of the Meeting** | **Comments** |
|  | Did the agenda facilitate decision making and assist the Board focus on appropriate matters? |  |
|  | Was the meeting orderly, were people well prepared, did discussion flow smoothly? |  |
|  | Was sufficient time allocated to each main topic? |  |
|  | Was the greatest amount of time devoted to the most important issues |  |
|  | In addition to the Board members, were the appropriate executives in attendance or available? |  |
|  | The Chair acted as a facilitator to:   * remain focused on priorities for the meeting, keeping discussions on track * ensure participation by all * balance exploration of topics with momentum in decision making   ensure clarity of matters, alignment, agreement, resolutions and outcomes. |  |
|  | **Board Functions** | **Comments** |
|  | Was the meeting’s focus balanced in addressing key Board functions? |  |
|  | Was the choice of topics relevant/appropriate to current issues? |  |
|  | **Board Member Contributions** | **Comments** |
|  | Did all Board Members attend, was everyone well prepared, did everyone participate? |  |
|  | Were attendees constructive and cooperative? |  |
|  | **Other** | **Comments** |
|  | Any additional comments? |  |