

# *Capricorn Citizen Advocacy*

## MANAGEMENT COMMITTEE'S SELF EVALUATION FORM

<b>Form Number:</b>	<b>1.1.7.1</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>3.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>President</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

The following assessment tool is to be used by all Management Committee members to evaluate how well the Management Committee is performing from their own perspective. If the self-evaluation is conducted wholeheartedly, the results should indicate how the Management Committee is performing in its role as stewards of the organisation.

### Instructions

Each Management Committee member should rate each of the 16 considerations and make suggestions as to how higher ratings might be achieved for any or all of 16 considerations.

Once completed, the forms should be returned to the person delegated to collate and summarise the results into a written report which will include:

1. The number of respondents to the self-evaluation
2. The mean rating for each of the considerations, and
3. Suggestions put forward for improved performance.

The report will be discussed at a Management Committee meeting convened to consider the results of the self-evaluation with a view to this guiding professional development and to identify any actions needed to improve the effectiveness of Management Committee members.

	Considerations	4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree	Suggestions for Improvement
<b>1</b>	Members have a full understanding of their roles and responsibilities					
<b>2</b>	Members understand the organisation's mission, functions and the Citizen Advocacy model					
<b>3</b>	Members understand the structure of the organisation and roles of each party/stakeholder					

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	<b>Considerations</b>	<b>4 Strongly Agree</b>	<b>3 Agree</b>	<b>2 Disagree</b>	<b>1 Strongly Disagree</b>	<b>Suggestions for Improvement</b>
<b>4</b>	Members focus on clear goals and actions resulting from relevant and realistic strategic planning					
<b>5</b>	Members engage in policy-directed decisions which effectively guide governance matters and the operational activities of staff					
<b>6</b>	Members receive regular and effective reports on finances, program performance and other important matters					
<b>7</b>	Members effectively represent the organisation to the community where the opportunity presents					
<b>8</b>	Members meetings are conducted efficiently, are focussed on the business of the organisation, and spend sufficient time progressing important organisational matters					
<b>9</b>	Members regularly monitor and evaluate the organisation's progress toward strategic goals and program performance					
<b>10</b>	Members regularly communicate with, evaluate, support and develop the Coordinator's role					
<b>11</b>	Members have approved a comprehensive suite of policy documents					
<b>12</b>	Members have sufficient options to feel involved and interested in their role and fully understand the vision and goals of the organisation					
<b>13</b>	All necessary skills, stakeholders and diversity are represented on the Committee's membership					
<b>14</b>	Coordination, teamwork and encouraging equal contributions from all Members underpins Members' communication, behaviour and decision making					
<b>15</b>	Members stay informed of issues, trends and policies that could affect the strategic or business plans of the organisation/service					

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	Considerations	4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree	Suggestions for Improvement
16	Management Committee Members understand the difference between their role of policy-making and strategic planning and the Coordinator's role to manage daily operations.					

Apart from your above comments, please note any additional points where you believe the Management Committee can improve its performance in the next year. Be as specific as possible in identifying these points.

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2	
3	

### Related Documents

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| <ul style="list-style-type: none"> <li>1. <a href="#">Policy 1.1.7</a></li> <li>2. <a href="#">Form 1.1.7.2</a></li> </ul> | <ul style="list-style-type: none"> <li><a href="#">Management Committee Self Evaluation Policy</a></li> <li><a href="#">Coordinator's Evaluation of Management Committee Form</a></li> </ul> |
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### References

Not Applicable

### Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 27 / 03 / 2024.

 <b>SIGNED:</b> ..... <b>President</b>  <b>27 / 03 / 2024</b> <b>(Date)</b>	 <b>SIGNED:</b> ..... <b>Secretary</b>  <b>27 / 03 / 2024</b> <b>(Date)</b>
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