

Capricorn Citizen Advocacy

COORDINATOR'S EVALUATION OF MANAGEMENT COMMITTEE FORM

Policy number:	1.1.7.2	Approved by Management Committee:	27 th March 2024
Version:	3.0	Signed off by Executive:	27 th March 2024
Responsible person:	President	Scheduled Review Date:	27 th March 2027

The following assessment tool is to be used by the Coordinator to provide feedback to the Management Committee regarding its performance from his/her perspective. If the evaluation is conducted sincerely and without concern for retribution, the results will provide the Management Committee with valuable information about how it is performing in its role as stewards of the organisation, and point to ways in which performance can be improved. This assessment tool is embraced as a means to recognise and foster the criticality of the relationship between the Management Committee and the Coordinator.

Instructions

The Coordinator 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 form should be returned to the President who will arrange a meeting with the Coordinator to discuss the results. Together they will collate and summarise the results into a written report which will include:

1. An overall performance rating based upon an average of all considerations combined
2. Suggestions for improved performance

The report will be discussed at a Management Committee meeting convened to consider the results of the Coordinator's evaluation with a view to this guiding Management Committee 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
1	Members have a full understanding of their roles and responsibilities					

Capricorn Citizen Advocacy
Coordinator's Evaluation of Management Committee Form - 1.1.7.2

	Considerations	4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree	Suggestions for Improvement
2	Members understand the organisation's mission, functions and the Citizen Advocacy model					
3	Members understand the structure of the organisation and roles of each party/stakeholder					
4	Members focus on clear goals and actions resulting from relevant and realistic strategic planning					
5	Members engage in policy-directed decisions which effectively guide governance matters and the operational activities of staff					
6	Members receive regular and effective reports on finances, program performance and other important matters					
7	Members effectively represent the organisation to the community where the opportunity presents					
8	Members meetings are conducted efficiently, are focussed on the business of the organisation, and spend sufficient time progressing important organisational matters					
9	Members regularly monitor and evaluate the organisation's progress toward strategic goals and program performance					
10	Members regularly communicate with, evaluate, support and develop the Coordinator's role					
11	Members have approved a comprehensive suite of policy documents					
12	Members have sufficient options to feel involved and interested in their role and fully understand the vision and goals of the organisation					
13	All necessary skills, stakeholders and diversity are represented on the Committee's membership					

Capricorn Citizen Advocacy
 Coordinator's Evaluation of Management Committee Form - 1.1.7.2

	Considerations	4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree	Suggestions for Improvement
14	Coordination, teamwork and encouraging equal contributions from all Members underpins Members' communication, behaviour and decision making					
15	Members stay informed of issues, trends and policies that could affect the strategic or business plans of the organisation/service					
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 list 3-5 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.

1	
2	
3	
4	
5	

Related Documents

- **Policy 1.1.7** *Management Committee Self Evaluation Policy*
- **Form 1.1.7.1** *Management Committee's Self Evaluation Form*

References

Not Applicable

Ratification

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



SIGNED:
President

27 / 03 / 2024
(Date)



SIGNED:
Secretary

27 / 03 / 2024
(Date)