

Board review questionnaires

Example 1

	Agree	Unsure	Disagree
ROLES AND RESPONSIBILITIES			
1i. There is a clear understanding of board and committee roles and responsibilities			
1ii. The board is updated as necessary on changes to company and charitable law			
1iii. There is a clear understanding of the respective roles of board and management			
1iv. Communication is good between board and management			
1v. The board engages with the development and monitoring of the organisation’s business plan			
1vi. The board understands risk management and regularly reviews a risk register			
1vii. The board understands its responsibility for Health & Safety and other board policies within the organisation			
1viii. A good induction process is in place for new board members			

COMPANY VISION AND PLANNING	Agree	Unsure	Disagree
2i. The board has a good understanding of the vision of the organisation and discusses its artistic achievements			
2ii. The board has a good understanding of its role in artistic planning and risk			
2iii. The board's role in strategic planning is clear and maintained			
2iv. The board engages regularly with the organisation's work			
SKILLS			
3i. The make-up of the board reflects a wide range of necessary skills and experience			
3ii. The board is as diverse as possible			
3iii. Full use is made of the skills and experience of all board members			
BOARD MEETINGS			
4i. The number and conduct of board meetings are satisfactory			
4ii. Board agendas are well-planned, comprehensive and prioritise important issues for discussion			
4iii. Board members are given sufficient notice of meeting schedules and events			
4iv. There is appropriate opportunity for "away" time for particular discussion of specific issues			

BOARD PAPERS	Agree	Unsure	Disagree
5i. The board papers arrive in sufficient time to prepare for Board meetings			
5ii. The board papers are relevant and given sufficient and accurate information			
5iii. The minutes are accurate, well-written and timely			
ADVOCACY			
6i. The board understands and acts on the need to advocate for the organisation			
If you would like to add any comments/suggestions please do so:			

Example 2

1. Is the make-up of our board fit for purpose?
 - a. Do we have the right skills? Are they being applied?
 - b. How diverse are we?
 - c. Is the sector we work in represented?
2. Does every board member understand their role and responsibility?
 - a. Do they understand the contribution expected of them for this organisation?
 - b. Do they provide appropriate guidance and support?
3. Does the board fulfil its responsibilities?
 - a. Does it ensure compliance with regulation?
 - b. Does it concentrate on strategic vision and avoid discussion on operational details where possible?
 - c. Does it try to improve the long term performance of the charity?
 - d. Does it engage with the development and monitoring of the business plan?

4. How good is our induction process?
 - a. Does every board member receive an induction?
 - b. Is it comprehensive?
5. How open and constructive are our relationships?
 - a. Is there a strong relationship among board members?
 - b. Is there a strong relationship between the board and the management team?
 - c. Does the board engage regularly with the artistic work?
 - d. Does the board discuss the artistic and ancillary programme achievements as well as the business ones?
6. Do we have the best governance structure?
 - a. Does the board delegate appropriately?
 - b. Does the board benefit from expert advisors where possible?
 - c. Does every member of the board understand the basis for all board decisions?
7. How well-run are board meetings?
 - a. Are they held regularly enough with full attendance?
 - b. Are board papers prepared in good time and to high standard, with clear agendas detailing what's for decision, discussion, information?
 - c. Are all members able to make a full contribution?
 - d. Are decisions made collectively and properly minuted?
 - e. Are the minutes circulated within 10 days of the meeting taking place?
8. How well do we plan and manage recruitment and succession?
 - a. Do our members have fixed terms of appointment?
 - b. Do we undertake regular skills audits?
 - c. Do we use the best recruitment method for finding the type of trustees we are looking for?
 - d. Do we have succession plans for chair and senior staff?
9. Do we know how well we are doing?
 - a. Do we review our individual performance?
 - b. Do we evaluate the performance of the board as a whole?
10. Are our board processes, decisions and impact transparent to staff and outsiders?
 - a. How do we communicate our impact with others?
 - b. Do we know what staff and outsiders say about our board?