**QUESTIONNAIRE FOR THE CEO**

The Board of Trustees has identified a need to re-examine the governance arrangements of the Trust in an effort to have a proactive role for the board in the organisational growth, impact and sustainability. Strengthening the performance of the board has to be a shared effort, involving the Chair and the CEO. Neither can push the process alone. This questionnaire is part of a process designed to highlight the mutual expectations of the board and CEO as to the major aspects of their roles, agree on common goals and identify needed improvements.

For each item, please check your perception of its importance and the board's performance in the appropriate columns.

***Added value to the organisation:***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Importance | | | |  | Performance | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|  |  |  |  | The board ensures oversightfor the activities of the Trust |  |  |  |  |
|  |  |  |  | The board helps plan long-term strategic directionsand/or... |  |  |  |  |
|  |  |  |  | ... reviews and approves the organisation’s strategic plans |  |  |  |  |
|  |  |  |  | The board Undertakes performance and fiduciary monitoring activities |  |  |  |  |
|  |  |  |  | The board supports the selection process and compensation for senior management |  |  |  |  |
|  |  |  |  | The board plays a significant role in fundraising activities |  |  |  |  |

***Board contribution to the organisation:***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Importance | | | |  | Performance | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|  |  |  |  | Advisory – providing expert advice and knowledge to help the organisation make decisions and carry out its work |  |  |  |  |
|  |  |  |  | Regulatory – keeping a close eye on how the organisation complies with its legal and other requirements |  |  |  |  |
|  |  |  |  | Democratic – taking particular interest in different stakeholders, to help give the organisation direction and ensure they’re brought into the governance debate |  |  |  |  |
|  |  |  |  | Educational – stimulating debate, learning and sharing experience |  |  |  |  |
|  |  |  |  | Participatory – seeking and supporting the voices of the beneficiaries in decision-making |  |  |  |  |
|  |  |  |  | Networking – being an ambassador; promoting the organisation and bringing in important contacts |  |  |  |  |
|  |  |  |  | Visionary – brining passion to the mission of the organisation and inspiring others to be motivated |  |  |  |  |
|  |  |  |  | Leaders – steering the organisation in the right direction |  |  |  |  |
|  |  |  |  | Supporters – providing support to the staff and volunteers in the organisation |  |  |  |  |

***Financial management:***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Importance | | | |  | Performance | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|  |  |  |  | The board takes a leadership role in securing community support for additional funding when necessary. |  |  |  |  |
|  |  |  |  | The board ensure proper accounting records are kept |  |  |  |  |
|  |  |  |  | The board approves and monitors budgets |  |  |  |  |
|  |  |  |  | The board maximises the financial return on investments |  |  |  |  |
|  |  |  |  | The board plans future operations |  |  |  |  |

***Linkage to ownership:***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Importance | | | |  | Performance | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|  |  |  |  | The board actively seeks input from community groups |  |  |  |  |
|  |  |  |  | The board encourages the contribution of community members through presentations at board  meetings, dialogue with trustees  or focus groups |  |  |  |  |
|  |  |  |  | The board seeks to nurture linkages to the community and to various groups within |  |  |  |  |

***GENERAL COMMENTS***

Please complete the SWOT below in order to help clarify the broader issues facing the board as well as provide an underlying perspective for some of the more specific assessments which may be made later in the process.

|  |  |
| --- | --- |
| **What are our major strengths?** | **What are our major weaknesses?** |
| **What are the opportunities facing us?** | **What are the threats confronting us?** |

**What issues require the board’s special attention during the next 12 months?**

Trust culture and values

Financial sustainability,

Measure of impact of Trust work on country

Other; please specify:

**Define the strategic areas that the board should be involved with.**

**What suggestions would you like to offer related to the board’s performance?**

**Other comments:**