



## **BOARD LEVEL COMMITTEE ASSESSMENT QUESTIONNAIRE**

The following questionnaire is provided for use in assessing board-level committee's performance. The board-level committee members are required to put a check on the extent to which their committee complies with each statement as:

- 5 – Outstanding
- 4 – Very Satisfactory
- 3 – Satisfactory
- 2 – Needs Improvement
- 1 – Unsatisfactory
- NA – Not Applicable

Please be as frank and candid as possible in your ratings and comments. Rest assured that confidentiality will be maintained at all times.

### **COMMITTEE FUNCTIONS AND RESPONSIBILITIES (30%)**

1. Committee operates to a written charter and assess its charter annually, suggesting required changes/revisions.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
  
2. Clear understanding of the roles and responsibilities of the committee as a whole and its individual members
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
  
3. Operates in an atmosphere of openness and trust where members feel free to speak their minds and pursue issues for a conclusion.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable

4. Ensures reporting of its activities, key issues, and major recommendation to the board of directors
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable

### **COMMITTEE STRUCTURE (10%)**

1. The Committee strictly complies with the required independence of the Committee.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
2. The Committee monitors and evaluates the independence of the board-level committees
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
3. Committee members know their role in governance, strategy formulation, analysis and implementation, and the distinction from that of management.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable

## **COMMITTEE PROCESSES (30%)**

1. Committees meet regularly and their minutes regularly submitted and confirmed by the Board.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
  
2. Make sure the right individuals attend, particularly those with meaningful output on agenda items.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
  
3. Meetings are conducted through modern technologies such as but not limited to teleconferencing.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
  
4. The minutes of the meetings are accurate and reflect the discussion, net steps and/or actions items articulated by the members
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable

## **COMPETENCE AND EFFECTIVENESS (10%)**

1. Plan meetings at adequate length to allow the Committee Secretariat to accomplish its agenda, with time to discuss issues fully.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
  
2. Hold meetings that are effective and meeting materials distributed in a timely manner for members to review before the meetings.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable
  
3. Members possess a range of expertise and adequate knowledge on management issues and practices
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable

## **TRAINING (10%)**

1. Members undergo continuing education programs to enhance their understanding of regulatory and industry issues and practices.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable

## **ATTENDANCE (10%)**

1. Members attend and actively participate in all board level committee meetings.
  - 5 – Outstanding
  - 4 – Very Satisfactory
  - 3 – Satisfactory
  - 2 – Needs Improvement
  - 1 – Unsatisfactory
  - NA – Not Applicable