

**Twelve basic responsibilities: A framework for assessing individual performance**

<b>Responsibility</b>	<b>(1) I support this responsibility by</b>	<b>(2) I can enhance my contribution by:</b>
1. Determine the organisation's mission and vision.		
2. Engage in strategic planning.		
3. Formulate needed policies.		
4. Approve and monitor the organisation's programmes and services.		
5. Ensure adequate financial resources.		
6. Provide effective fiscal oversight.		
7. Select and support the CEO and review his or her performance.		
8. Understand and respect the relationship between board and staff.		
9. Act as a responsible employer.		
10. Enhance the organisation's public image.		
11. Carefully select and induct new board members.		
12. Carry out board business efficiently.		

Drawing up an action plan: Actions that need to be taken

## Notes

This short format is intended to help board members to evaluate their effective. Each core responsibility it set out to highlight a specific aspect of the board's role and function.

During your individual assessment this can frame a discussion for board development and intentional board development. If it is used as a check list which attracts a tick box approach, it will not be as effective as originally intended when it was being designed.

What room is there for improvement or enhancement?

From each suggested improvement an action plan can be drawn up. Avoid trying to make huge changes at at once. Set clear and specific targets. The action plan should be reviewed and updated as appropriate. A date should be agreed for reviewing the plan. If more needs doing, identify the initial changes that have been made and update the action plan accordingly.

*Tesse Akpeki, freelance governance consultant*