

# Capricorn Citizen Advocacy

## MANAGEMENT COMMITTEE SELF EVALUATION POLICY

<b>Policy number:</b>	<b>1.1.7</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>3.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>President</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

### Purpose

The Management Committee of Capricorn Citizen Advocacy recognises the merit of regularly evaluating both the collective performance of the Committee and that of its individual members.

The purpose of the Management Committee self-evaluation is to identify those areas of Management Committee functions which are working well and those which may need improvement. In addition to identifying specific issues, the discussion of the Management Committee's roles and responsibilities can build communication and understanding amongst Management Committee members about each other's values and strengths and lead to a stronger, more cohesive working group.

### Policy

The Management Committee will evaluate and assess its own performance annually, using a Management Committee self-evaluation instrument and process as determined by the Management Committee. The instrument will incorporate criteria regarding Management Committee operations and effectiveness, reflecting recognised current best practice in governance. All Management Committee members will be required to complete the evaluation instrument. A person (who could be independent of CCA) will be delegated to summarise the findings, and present and discuss the findings, at a Management Committee meeting scheduled for that purpose or with the Agenda dedicating sufficient time for such discussion and consideration of any action that might be desired or required.

The Chair may also provide the Management Committee with comments and perspectives about the performance and accomplishments of the Management Committee during the previous year and facilitate discussion on Management Committee goals for the following year.

A facilitator may be utilised periodically to obtain additional objectivity in the process.

### Process

Each Management Committee member will rank performance, according to a defined scale, for each responsibility/ activity. In addition, Management Committee members are encouraged to provide

supporting or explanatory comments regarding their assessment and to nominate any matters or activities not expressly covered that they consider warrant attention.

The results of the questionnaires will be collated and analysed to rank collective Management Committee performance against each topic. Management Committee members will be encouraged to consider their individual performance as well as overall Management Committee performance.

The Coordinator will also be invited to contribute to the Management Committee review process. A short, customised survey instrument will be used for this purpose, focusing on the Coordinator's interaction with the President and the Management Committee.

The Management Committee will review and discuss the outcomes of the evaluation and agree upon initiatives to address significant issues.

The Management Committee will also discuss specific issues where the assessment by individual Management Committee members has been significantly different from the collective assessment.

The goals of the self-evaluation are to:

1. Clarify roles
2. Enhance harmony and understanding among Management Committee members, and with Program staff
3. Improve the efficiency and effectiveness of Management Committee meetings, and
4. Improve overall performance and maintain the integrity of Capricorn Citizen Advocacy as an organisation

## Related Documents

1. [Form 1.1.7.1](#)
2. [Form 1.1.7.2](#)

[Management Committee's Self Evaluation Form](#)  
[Coordinator's Evaluation of Management Committee 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)**