

<b>2.8</b>	<b>MANAGEMENT COMMITTEE PERFORMANCE APPRAISAL</b>
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<b>Applies to:</b> Management Committee Members
<b>Specific responsibility:</b> Management Committee members

<b>Version:</b> 1
<b>Date approved:</b> 10.2.15
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

### POLICY STATEMENT

HECIS promotes regular evaluation and feedback to the whole Management Committee on its effectiveness. One of the best ways the Management Committee can strengthen its governing capacity is to periodically assess its own performance. Such an assessment provides the Management Committee with an opportunity to reflect on how well the Management Committee is meeting its responsibilities.

### PROCEDURES

The Management Committee will conduct a review of its performance on an annual basis. The review process will include a self-assessment survey of the committee to gain an overview of the members understanding of their responsibilities, the strategies in place to assist HECIS fulfil its purpose (philosophy statement) and remain a relevant and financially viable service to its clients.

The Management Committee performance review will incorporate the following:

- Review of Management Committee agreement on mission and purpose
- Identification of shared values and differences
- Review of effectiveness of orientation for new members
- Review of governance responsibilities and Management Committee effectiveness in meeting these
- Review of Management Committee achievement of goals
- Identification of areas for improvement and strategies to achieve goals
- Where appropriate, input from staff, volunteers, clients, or an independent consultant, to evaluate achievements, strengths and weaknesses.

### DOCUMENTATION

<b>Documents related to this policy</b>	
Related policies	1.1 Philosophy 1.2 Organisational Structure 1.3 Incorporation Compliance & Responsibilities 2.1 Management Committee Roles & responsibilities 2.2 Management Committee Structure and Appointment 2.6 Duties of Management Committee Members
Forms, record keeping or other organisational documents	

*HECIS: Management Committee Performance Appraisal*

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually	HECIS Co-Ordinator	Management Committee

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review Due</b>
1	28.7.16	HECIS CoOrdinator	Aug 2017
2	2.8.17	HECIS CoOrdinator	Aug 2018
3	31.8.18	HECIS CoOrdinator	Aug 2019
4	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021