

Sample Committee Assessment

Board Audit and Compliance Committee

Note: The following is intended to be an example that boards should adapt to meet their individual needs.

This self-assessment tool will provide you an opportunity to evaluate our committee's performance and contributions. The tool contains 26 items and will take about 10 minutes to complete; a small investment in our committee's continuing development.

- **Skim through the entire inventory**, and familiarize yourself with it, before responding to any of the items.
- **Clearly circle only one response for each item**; ranging from 5 (meaning you agree) through 3 (meaning you somewhat agree) to 1 (meaning you disagree). In addition, where there is only a 1 or 5, please regard 1 to mean no or false and 5 to mean either yes or true.
- **Focus** exclusively on our committee at the present time.
- **Be discriminating.** We often receive inventories where the responses are uniformly high. This is unrealistic; all committees excel in some areas and are poor in others. Your responses should be distributed across the full five point scale reflecting the diversity of your board's characteristics and performance.
- **Be candid.** Undertake an honest assessment. All boards excel in some areas and don't in others; your responses should reflect this.

1. Charter and Composition

	LOW (No/False)		MEDIUM		HIGH (Yes/True)
1. The committee has a clear and appropriate charter.	1	2	3	4	5
2. The committee has the right number of members.	1	2	3	4	5
3. The committee has members with the skills and expertise that are needed by the committee.	1	2	3	4	5

2. Committee Management

	LOW (No/False)		MEDIUM		HIGH (Yes/True)
4. The committee meetings are of an appropriate length.	1	2	3	4	5
5. I received orientation to the committee that was helpful to me as a member of the committee.	1	2	3	4	5
6. The committee is receiving the support from management that it requires.	1	2	3	4	5
7. Information is received at least one week in advance of the meeting.	1	2	3	4	5
8. The committee meets the right number of times over the year.	1	2	3	4	5

3. Committee Effectiveness

	LOW (No/False)		MEDIUM	HIGH (Yes/True)	
9. Overall the committee is working effectively.	1	2	3	4	5
10. The committee makes good use of my time.	1	2	3	4	5
11. The committee performed its annual work plan.	1	2	3	4	5

The committee is effectively performing its role in the following areas:

12. Selecting the independent public accountants for the annual audit.	1	2	3	4	5
13. Reviewing the annual audit and making recommendations to the Board about its findings.	1	2	3	4	5
14. Reviewing the results of internal audit projects quarterly.	1	2	3	4	5
15. Reviewing the performance of the internal auditors annually.	1	2	3	4	5
16. Meeting privately with the independent outside auditors to review their opinions, any restrictions placed on them by management and any specific concerns.	1	2	3	4	5
17. Reviewing the compliance program, including compliance risk assessments	1	2	3	4	5

4. Chair Effectiveness

	LOW (No/False)		MEDIUM	HIGH (Yes/True)	
18. The chair is prepared for committee meetings.	1	2	3	4	5
19. The chair keeps the meetings on track.	1	2	3	4	5
20. The chair fairly reports the committee's work to the board.	1	2	3	4	5
21. The chair encourages participation and manages discussion.	1	2	3	4	5

5. Committee Culture

	LOW (No/False)		MEDIUM	HIGH (Yes/True)	
22. Committee members listen to, and consider/respect, each others' ideas and opinions (even when disagreeing with them).	1	2	3	4	5
23. When presented with proposals/recommendations, this committee challenges them, questioning: premises/assumptions; consistency with the organization's vision and key goals; analytical underpinnings; and best/worse case outcomes.	1	2	3	4	5
24. Committee members are comfortable expressing dissenting opinions and voting "no."	1	2	3	4	5
25. Members have collegial relationships with one another.	1	2	3	4	5

6. Overall Committee Performance

LOW (No/False) **MEDIUM** **HIGH (Yes/True)**

26. Overall, I am satisfied with my contribution to the committee.

1 2 3 4 5

27. Overall, I am satisfied with the committee’s contribution to the board

1 2 3 4 5