****

**Governance Code for Sport**

**Committee Effectiveness Questionnaire**

Sample Draft

Disclaimer

Sport Ireland is making available a range of resources including guidance notes, policy documents and templates for selected areas aligned to the Governance Code for Sport which will support sport organisations, boards, management and staff in the development of relevant governance processes and procedures particular to their own organisation.

For the avoidance of doubt, the final decision on the nature, type, extent and format of approved governance policies, procedures and processes for each organisation is a matter for the board / highest governing structure of the organisation and the resources and material provided may assist the approval process.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice.

This document is not a substitute for professional advice from an appropriately qualified source and it is recommended that sport organisations consult their governing document or obtain their own independent legal advice where necessary. Sport Ireland does not accept any responsibility or liability for any errors, inaccuracies or omissions in this document.

**Board Committee Effectiveness Questionnaire**

Just as the board or governing body should undertake a review of its own effectiveness, committees of the board should also undertake a review of their own effectiveness.

An effectiveness review is an important opportunity for Board members and Committee members to reflect on performance and to consider areas of strength and areas in need of improvement.

This general questionnaire for Committees can be tailored to the specific terms of reference or charter or mandate of committees. It includes 20 questions, divided into a small number of sections. The majority of questions will rate member satisfaction or approval levels, whilst others will seek comments. **In the case of satisfaction/approval-type questions, accompanying comments boxes after each question can be added to allow for an explanation as to why members are not satisfied or have not answered positively**. Equally where the answer option is simply a 'free text' box (rather than rating), this provides a further opportunity to comment.

In an effectiveness review of this nature, constructive feedback is very welcome and should highlight areas for improvement or refocus by the committee.

LIST OF QUESTIONS

1. In your view, are the functions of the Committee and the roles and responsibilities of its members clearly and appropriately defined in the Committee's Terms of Reference or Charter and understood?

|  |  |  |
| --- | --- | --- |
| **Yes**  | **No** | **Partial** |
|  |  |  |

2. Does the committee have an annual work programme based on its key functions and responsibilities which ensures that they are all addressed?

|  |  |  |
| --- | --- | --- |
| **Yes**  | **No** | **Partial** |
|  |  |  |

3. Would you agree: 'The Committee is performing well and delivering effectively on its functions, roles and responsibilities'

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Needs immediate attention | Needs Improvement | Meets Expectations | Very Good | Excellent |

4. Please rate the work and performance of the Committee in the following areas ( list of main functions or duties and scoring 1-5 beside each):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Needs immediate attention | Needs Improvement | Meets Expectations | Very Good | Excellent |

5. Do you feel that the Committee is focused on the right level of governance in the course of executing its functions? (e.g. not seeking to micro-manage or involve itself overly in operational detail)

|  |  |  |
| --- | --- | --- |
| **Yes**  | **No** | **Partial** |
|  |  |  |

6. Please rate the quality of the debate and discussion around the Committee table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Needs immediate attention | Needs Improvement | Meets Expectations | Very Good | Excellent |

7. Are you satisfied with the level of contribution and attendance from all Committee members?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very dissatisfied | Dissatisfied | Neutral  | Satisfied | Very Satisfied |

8. Are you satisfied that the Committee has the requisite mix of skills, expertise and experience to fully execute its responsibilities and is adequately diverse? (Is there any skill-set or background which is currently missing but would add to the Committee?)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very dissatisfied | Dissatisfied | Neutral  | Satisfied | Very Satisfied |

9. How would you rate the following aspects the Committee meetings: ( agendas, minutes, papers, presentations, duration)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Needs immediate attention | Needs Improvement | Meets Expectations | Very Good | Excellent |

10. How would you rate the quality and presentation of the papers and reports to the Committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Needs immediate attention | Needs Improvement | Meets Expectations | Very Good | Excellent |

11. How would you rate the role, contribution and performance of the Chairperson in managing the meetings? (including time management, allowing members to input, bringing items to a satisfactory conclusion)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Needs immediate attention | Needs Improvement | Meets Expectations | Very Good | Excellent |

12. Are you satisfied with the overall support of the Secretary to the Committee?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very dissatisfied | Dissatisfied | Neutral  | Satisfied | Very Satisfied |

13. Are you satisfied that the Committee makes use of 'private session' time - i.e. without Executives present? (e.g. to discuss any matters of concern, raise an issue regarding an item on the agenda etc)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very dissatisfied | Dissatisfied | Neutral  | Satisfied | Very Satisfied |

14.Are you satisfied that the Committee achieves an effective balance between support and challenge in its dealings with the Executive?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very dissatisfied | Dissatisfied | Neutral  | Satisfied | Very Satisfied |

15. Are you satisfied with the quality of the relationship between the Executive and Committee?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very dissatisfied | Dissatisfied | Neutral  | Satisfied | Very Satisfied |

16. Are you satisfied that the Committee Chairperson ensures good information flows between the Committee and the Board and vice versa?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very dissatisfied | Dissatisfied | Neutral  | Satisfied | Very Satisfied |

17. How effectively does the Committee report to the Board, in your view? (e.g. focus on key matters, escalation of matters of concern, encouraging discussion at Board level).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Needs immediate attention | Needs Improvement | Meets Expectations | Very Good | Excellent |

18. How would you rate the induction you received on your appointment to the Committee?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Very Poor | Poor | Adequate | Good | Very Good |

19. Does the Committee have access to training from time to time to support it in fully executing its functions? (this could be offered on an individual and collective basis)

|  |  |  |
| --- | --- | --- |
| **Yes**  | **No** | **Partial** |
|  |  |  |

20. What words would you use to describe the 'tone' set by the Committee in its dealing with those Executives who appear before it? (e.g. probing, deferential, thorough, independent, passive, benign)

21. In your view, what areas should the Committee place particular emphasis on over the next 12 months?

22. Do you have any other comments on the performance and effectiveness of the Committee? (Particularly if not touched upon earlier)