

Board Performance Framework	
What is this?	This is The Gary Kelly Cancer Support Centre's current framework for assessment of Board performance
Governance Code Sections:	4.3 (a) 5.1 (a)
Notes:	<p>The Board Performance Framework is drawn up and agreed upon by the Board of the organisation. Its purpose is to provide a framework for annual review of:</p> <ul style="list-style-type: none"> • The Board • The performance of the Chair • The performance of individual Board members • The adequacy of information for Board meetings



**The Gary Kelly Cancer Support Centre's
Framework for Assessment of Board Performance**

19th January 2018

*This framework was approved by the board for implementation at its **April 2016** board meeting.*

Implementation action 4.3(a) in the Governance Code stipulates that a yearly board review process should be agreed which includes a review of:

- the board;
- the performance of the chair;
- the performance of individual board members;
- adequacy of information for board meetings.

The following framework has been agreed and is being implemented to show The Gary Kelly Cancer Support Centre's compliance with this implementation action:

1. An online questionnaire (using www.bourdcheckup.com from the US/Canada reviewed or other similar one should that one not be available) be filled out by all board members three weeks prior to the annual **December** meeting. This will include a self-assessment element as well as an assessment of the board performance in general.
2. A brief 'end-of-every-board-meeting' review at every board meeting which will document:
 - Did I participate? / Did I feel that I contributed?
 - Was I enabled to respond?
 - Did I find the documentation prepared for the meeting to be adequate?

This is to be done via a simple questionnaire sheet handed out at each meeting and to be filled in by board members before they depart. The summary findings to be included in the meeting minute for that board meeting.

3. Records to be kept and circulated regarding attendance of board members at board meetings and published in annual audited accounts.
4. All the information gathered from the implementation of this framework to be circulated to the board as the basis for an annual governance review of The Gary Kelly Cancer Support Centre's to take place at the Board's annual **December** meeting.



In addition, the following **Board Attendance Policy** was agreed:

The Gary Kelly Cancer Support Centre's Board Attendance Policy

The Gary Kelly Cancer Support Centre is governed by a volunteer Board of Directors and Trustees and a detailed 'Board Handbook' exists in which the role, responsibilities, expectations and supports for the board and its members is laid out. This is provided as a resource to all board members and all those thinking of putting themselves forward for board membership.

The Gary Kelly Cancer Support Centre places great emphasis on the strategically important role of board members in ensuring best practice in governance. It is important for board members to understand and fulfil all the requirements of a board position as to do otherwise would mean that others are potentially blocked from having a board role that they might be very interested in.

It is the expectation of The Gary Kelly Cancer Support Centre that all board members will attend all board meetings. The attendance by board members at all board meetings will be published annually in the annual accounts and will be the subject of annual review by the board at its annual meeting every **December**.

In the event of unavoidable inability to attend a board meeting, apologies must be sent to the Company Secretary and Chairperson. In this case, board members must undertake to read all meeting materials and make their views known in advance to the Chair about any item requiring a decision.

Board members should note that if they miss three or more meetings in a 12 month period without due cause, the agreed policy is that they will be asked by the Chair to resign. A place on The Gary Kelly Cancer Support Centre's board is much sought after and it is the board's view that all board places should be filled by people who have the ability to fulfil all the requirements of the role.

This policy was agreed by the board on _____ [19th Jan 2016] _____

It will be reviewed annually.