



Aboriginal Participation on Boards Register

The Department of Planning and Community Development would like to thank and acknowledge the Wathaurung people for allowing the use of the word Wayaperri (meaning 'to meet') for the name of this initiative.

Help Sheet 10

Am I a good Board Member? Self-Assessment Checklist

- Do you have a personal commitment to your Board's mission?
- Do you have a good working knowledge of the public sector and your responsibilities as a Board member within this sector?
- Do you have a thorough understanding of your legal and financial responsibilities?
- Do you update this knowledge regularly?
- Do you act honestly, responsibly and ethically in carrying out your Board role?
- Are you aware of the stakeholders you are governing on behalf of?
- Are you aware of the rules and power boundaries relating to your Board role?
- Do you stay within them at all times?
- Do you devote an appropriate amount of time to your Board role?
- Do you make a thorough reading of all Board papers and clarify things you do not understand?
- Are you proud of and enthusiastic about your Board and the job it is doing?
- Do you take steps to change things you believe are not working well?
- Do you willingly use your networks and contacts to increase your Board's standing in the community, to elicit funds where necessary, to attract supporters, to open doors, and in any way required to further the Board's mission?
- Do you work diligently and use your full range of skills, experience and expertise to your Board role?
- Do you work well with your Board colleagues?
- Do you listen to and respect their opinions?
- Are you a thoughtful contributor to Board meetings?
- Do you refrain from raising irrelevant information and speak only to items to which you can make a real contribution? Are your contributions concise and easy to follow?
- Do you seek out resources to fill knowledge gaps?
- Do you act as an "entrepreneur", exploring and putting forward ideas and opportunities that could be useful to your Board and its responsibilities?
- Do you bring a good sense of humour to your Board role and are you able to use humour to bring about understanding or defuse tense situations?
- Are you liked and respected by staff, Board colleagues and community stakeholders?
- Do you regularly attend Board meetings and offer an apology when you are unable to attend?
- Are you aware and respectful of meeting rules and etiquette?
- Are you loyal to your Board?
- Are you able to accept majority decisions, even when they go against your point of view?
- Do you respect all Board confidences?
- Do you complete all assigned tasks quickly and competently?
- Are you aware of your responsibility to the "big picture"?
- Do you refrain from blurring staff and Board roles and straying into operational territory?
- Do you avoid conflicts of interest and act appropriately when you believe a conflict of interest situation may arise?
- Do you help to identify new Board members, particularly those who may make your Board more diverse?
- Do you participate fully in Board self-evaluation and improvement processes?

For more help sheets visit the following website and follow the links to Wayaperri:
<http://www.dpcd.vic.gov.au/indigenous/>

Queries should be directed to wayaperri@dpcd.vic.gov.au

