



[Name of House]

## House Management Committee Self-Assessment Checklist

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### BACKGROUND

People who join Management Committees do so for a variety of reasons. They have a desire to give back to the communities in which they live, they believe that their knowledge, skills and experience can add value to the House they join and they seek to make a difference in an area of special interest, to name just a few. The commitment of time and energy that they make can be considerable and sometimes results in time away from families and friends.

It is understandable, therefore, that members of Management Committees like to know how they are performing, both as a Committee and as individuals. Are they making a difference? Are they dealing with the challenges they identified when they joined the House Management Committee and are they achieving the outcomes laid out in the strategic plan? Can things be done better?

A Management Committee self-assessment is about the committee assessing itself. It is not a performance evaluation or professional review of the House Co-ordinator or Manager, the organisation as a whole or individual members of the committee. It represents an opportunity for the Management Committee to look at itself and ask the question – “how are we doing as a Management Committee?”

At the heart of the process is an evaluation of the Management Committee as a team. It can also be worthwhile for each committee member to assess their own performance as an individual, contributing to the team.

To maintain an effective Management Committee, the Committee should look at itself and ask the question – “how are we doing as a Management Committee?” A Management Committee self-assessment is not a one-off activity. It should be a regular process, leading to ways to build a stronger Management Committee that works even more effectively.

There are no hard and fast rules on how often to conduct a self-assessment. It could be annually or it may, for example, make sense to embark on the process every two or three years, perhaps as leadership of the Management Committee changes. You can always “test the water” periodically by asking committee members to rate the effectiveness of the Management Committee on a scale of 1 to 5. The responses around the table can be very interesting and help you to decide whether it’s time for a formal self-assessment.

The Management Committee can meet to review their responsibilities and practices and assess how well the Committee is doing. Sometimes a questionnaire survey can help focus on the important points. The real value comes from the productive discussions that take place among Committee members, as their responses to questions are shared and justified. From this, the Committee may come up with an action plan to deal with any changes that have been identified.



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### ASSESSMENT CHECKLIST

Here is assessment checklist covering the key areas that show a Management Committee is performing well. You can use the checklist to assess how you think your Committee is doing. Once all members of the Committee have completed the checklist, the Committee can discuss the results and identify any areas where changes are needed.

Apply a rating from 1 to 5 to the following questions, where (1) means strongly disagree and (5) means strongly agree. At the end of the checklist there is space for any extra notes you might want to make.

*We are committed to and take an active leadership role in developing our community*

(1) Strongly disagree       (2) Partly agree       (3) More or less agree       (4) Mostly agree       (5) Strongly agree

*We develop, regularly update and follow our strategic plan and use it to guide our decisions*

(1) Strongly disagree       (2) Partly agree       (3) More or less agree       (4) Mostly agree       (5) Strongly agree

*The Management Committee is results oriented and always evaluates the performance of our major programs and services*

(1) Strongly disagree       (2) Partly agree       (3) More or less agree       (4) Mostly agree       (5) Strongly agree

*Sufficient time is allocated during our meetings to discuss strategic priorities and issues of importance*

(1) Strongly disagree       (2) Partly agree       (3) More or less agree       (4) Mostly agree       (5) Strongly agree



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***Our meetings provide for constructive and respectful discussion of issues***

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

***Committee members put the interests of the House above all else in making decisions***

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

***We manage and track our financial position responsibly and frequently – we have a budget and our financial reports always track our spending against our budget***

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

***We have friendly and co-operative external relationships with a wide range of groups and organisations and seek regular feedback from them***

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

***We seek out and welcome as many people from our community as possible***

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

***We have codes of conduct and policies and procedures that guide Committee, staff, volunteers and users of the House***

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |



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## House Management Committee Self-Assessment Checklist

*We behave and communicate openly and respectfully with each other*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*We have constructive, productive and supportive relationships with all who work in or use the House*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*All Management Committee, staff and volunteers have up-to-date position descriptions*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*We develop, regularly update and follow our policies and procedures*

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*There are clear, written definitions of delegated authority*

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*There are regular staff meetings*

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |



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## House Management Committee Self-Assessment Checklist

*There are regular staff development and performance reviews which always include discussion about each staff member's current position description and training needs.*

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*The President and the Coordinator communicate regularly and have structured meeting times outside committee meetings.*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*We offer training and support to all our Management Committee, staff and volunteers to be able to do their best*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*The Management Committee upholds the highest standards of conduct at all times*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*The governance of our House is principled, transparent, accountable and effective*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

*We have fun and enjoy our work and celebrate our achievements*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1)                      | (2)                      | (3)                      | (4)                      | (5)                      |
| Strongly disagree        | Partly agree             | More or less agree       | Mostly agree             | Strongly agree           |

