

# GOV-Gov-1.7 Board Performance, Evaluation and Development Policy



## Policy

The Eastern Victoria GP Training (EV) Board aims for strong governance framework and performance and supports related and appropriate on-going training and development. The Board will seek guidance, where necessary, from relevant good governance documents and providers.

The Board will:

1. Ensure all new Board Directors receive an appropriate formal induction and orientation. This induction and orientation pack will be reviewed as part of Board evaluation.
2. Develop and participate in a program of formal and informal training to enhance their capacity for governance excellence.
3. Undertake an annual review of performance and the performance of each of the Committees and if deemed necessary an independent party will complete a review at the request of the Board.
4. Assess the effectiveness of each meeting by nominating a Board Director to provide feedback.
5. Annually approve costs associated with governance training. These will be prudently incurred and designed to ensure the development of the highest standard of governance. Education will be focussed on areas considered important for all Board Directors as well as relevant to EV strategy.

### Board education and development

1. The Board Nominations and Remuneration Committee may make suggestions to the Board regarding governance education and development activities.
2. Individual Board members will be responsible for identifying their own performance development, education and training needs in consultation with the Board Chair.
3. New Board Directors, in particular, may be supported to undertake training.
4. Board mentoring for new Directors is encouraged with the option new board members being allocated an experienced board member to assist and provide guidance in their role.
5. Board members are encouraged to undertake the Australian Institute of Company Directors course.

### Board meeting reviews and annual review

1. At the start of each year the Board Planner will nominate a Director to review each meeting.
2. The nominated Board Director will complete the review form and report back to the Board at the end of each meeting. The review form will be filed with the minutes of the meeting.
3. The Board will conduct an annual internal review and every three years there will be an external review. Reports of reviews, internal or external, will be tabled at Board meetings and the actions and outcomes recorded in the Minutes.
4. An external review can be arranged outside of the three year cycle if warranted and agreed upon by the majority of Directors.
5. Where an external party is engaged to complete a review, this will occur via an "Invitation to Apply" process.
6. The review completed by an external party will as a minimum include: interviewing all Board Directors and the CEO, facilitating a group interview, and reviewing Board minutes, organisational policies and governance procedures.
7. If particular concerns arise from the evaluation in relation to any individual Director, or Committee, the Chair will meet with that Director, or Chair of that Committee, to discuss the concerns and any actions to be taken as a result. If the concerns relate to the Chair, then the Chair will discuss the matter as appropriate with the Board
8. Where appropriate and if considered necessary a one on one session could be conducted with Board members..

## Definitions

Nil

## Additional Information

AICD Good Governance Principles and Guidance for Not for Profit Organisations.

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## Related Legislation

Nil

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