



ICP Executive Committee Self-Assessment Tool

I. Governance

Governance Functions	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
1. The ICP's mission and bylaws are clearly written and reviewed regularly. <i>Date of last bylaws review/revision: <u>26.1.20</u></i>				
2. The Executive assures that the association and its programs comply with the vision set out in the strategic plan by Council				

Governance Functions	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
3. The Executive ensures appropriate accounting and financial reporting.				
4. The Executive follows an appropriate policy on conflicts of interest.				
5. The Executive has the skills, knowledge, and background needed to fulfill its responsibilities.				
6. Executive members understand and are committed to the organisation's mission, bylaws, policies, programs, and their roles and responsibilities.				
7. New Executive members have adequate orientation to the organisation and their roles and responsibilities.				
8. Executive members have written and relevant job descriptions.				
9. The Executive's effectiveness is evaluated periodically.				
10. A regular Executive meeting schedule is developed and followed.				
11. Virtual Executive meetings are an effective and efficient means of handling formal business.				

12. Face to face Executive meetings are an effective and efficient means of handling formal business.				
13. Executive meetings are focused on policy and planning issues as appropriate.				
14. There is a provision for handling urgent matters between meetings.				
15. The rules of meeting conduct as stated in the bylaws and/or executive actions are followed.				
16. Materials to be considered at a meeting are received by members in advance of the meeting.				
17 Executive meeting minutes are recorded, reviewed for accuracy, and approved by the executive.				
18. Executive members are encouraged to present opinions and ideas both inside and outside formal meetings.				
19. Handover of all Executive roles is in accordance with ICP policy, allowing for both consistency and new perspectives.				
20. The Executive's size is appropriate for accomplishing its work.				
21. The Executive's terms in office are limited. Elections are held regularly as specified in the bylaws.				
22. Executive members regularly upon their role and participation				
23. There have been equitable opportunities for all voices to be heard, including my own.				

II. Planning and Evaluation

Planning and Evaluation Functions	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
24. The Executive reviews the strategic plan regularly and modifies it as appropriate.				
25. The ICP's planning process includes consideration of the changing environment and its implications for the organisation's operations.				
26. Executive members participate in the planning process taking account of the direction that has been established by Council.				
27. Goals for the current year and beyond are developed and approved by Council				
28. Goals are broken down into measurable objectives.				
29. Objectives include work plans, timelines, and human and financial resources and indicate who is responsible for achieving them.				

III. Financial Management

Financial Management Functions	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
30. The organisation follows accounting practices which conform to accepted standards.				
31. An independent audit or review of the association's financial condition is conducted annually by a Certified Public Accountant.				
32. The audit report and financial statements presented annually to ICP Council at their AGM				
33. ICP has established written fiscal policies and procedures which are followed consistently and reviewed as necessary.				
34. There are monthly financial reports which facilitate the monitoring of ICP activities.				

IV. Relationships with member associations

Public and Community Relations Functions	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
35. The association has an effective system for informing the ICP member associations about programs and resources, including written material.				
36. ICP is involved in advocacy and/or lobbying for its member associations				
37. ICP establishes and participates in a range of networks.				

