# Board chair question template

A confidential question and answer session is a facilitated conversation about the board’s performance.

It can be facilitated in pairs, such as between:

* a facilitator and your chair
* your chair and your board directors
* your chair and a stakeholder, such as your CEO

You can:

* send questions for these sessions in advance so people can prepare their answers.
* complement these with unprepared questions for more discussion

## Benefits

This type of assessment has many benefits, including:

* generating open and honest discussion
* allowing people’s perspectives to be heard
* providing a structured environment to discuss opinions

## Objectives

The objectives of a group assessment are to:

* discuss key issues in an open environment
* identify areas for improvement
* discuss solutions
* provide directors a place to discuss their opinions

## Suggested questions

### Board performance

1. Does your board understand its purpose and function, as set out in its establishing legislation and/or establishing document?
2. To what extent does your board effectively fulfil its purpose and function?
3. How do you think the current structure of board meetings could be improved?
4. Does your board understand and comply with relevant legislation governing public entities?
5. Are the sub-committees of your board functioning effectively and fit for purpose?
6. Does your board understand what governance is and what ‘good governance’ looks like?
7. How well do you think your current governance structures are working?
8. Does your board lack any significant skill sets?
9. Does your board provide useful strategic direction and advice to the CEO?
10. Are there any significant risks to your board? If so, what corrective measures could be taken?
11. Has the board adopted policies to improve its effectiveness? If not, how could they be improved?
12. Does the board monitor the performance of management (including your CEO) in accordance with strategic and performance targets?

### Chair performance

1. How do you ensure all directors actively participate in board meetings?
2. How do you lead directors and develop them as a cohesive and effective team?
3. What do you see as the strategic direction of your public entity? Are there any risks you see in achieving this strategy?
4. What would you like to achieve during your time leading the board?
5. What training or professional development opportunities would allow you to develop your leaderships skills?
6. Do you feel adequately supported in your leadership role? If not, what can be done to improve this?