

	<b>Committee of Management Self-Evaluation Checklist</b>	<b>Year of Evaluation:</b>	2024/2025
		<b>Date:</b>	December 2024/2025
		<b>Acknowledgement:</b>	

## Introduction

This self-evaluation checklist describes relevant areas of the Board’s responsibilities (although non-exhaustive), with the aim also, of capturing an objective self-evaluation (checklist) to help guide the Committee of Management (COM) in a progressive mindset.

## Checklist

In your assessment, indicate whether the COM currently does a satisfactory job in an area or whether improvements to its performance are required, based on a 5-point Likert scale. **Please circle the number** (from 1 to 5) immediately after the questionnaire statement.

## VISION & MISSION

1	2	3	4	5
Barely existent	Exist in an Ad hoc basis	Exist with Minimal provisions	Well-structured with sufficient details	Very Comprehensive and organised

### Board Roles and Responsibilities

- 1) Board members understand the mission and vision and values, of the organisation. Roles of a Board member, each committee, and the CEO are clearly defined and communicated among members.

1      2      3      4      5

## STRATEGIC PLANNING

- 2) All Board members regularly engages Management in the strategic planning function. Reviews plans and focusses on strategic issues.

1      2      3      4      5

- 3) All Board meetings are scheduled and announced as per terms for Board meetings in the bylaws. Meeting materials are provided before meetings, in time for members to sufficiently review materials in preparation for the upcoming meeting.

1      2      3      4      5

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4) Board meetings are facilitated to a useful agenda that lists topics, timing to address each topic, and the type of action needed for each topic (e.g., approval, resolution, etc.). Board receives regular, accurate reports on finances, updates, programme performance and other important matters

1      2      3      4      5

5) Board ensures that there is a proper Organisational structure with a well-fitted Executive Office (Support Staff) Structure

1      2      3      4      5

*{Is there a proper organisational structure – Sub-Committees, Working Committees, etc.?  
Is there a clear and proper communication channel in the structure?  
Are the roles of the members clearly defined and understood?  
Is the Secretariat Office fulfilling the Home's needs and tasks adequately?  
Is the Secretariat Office effective and efficient?}*

6) The Board ensures that there are Policies and Plans in place, and in compliance with the respective legislations and governing instruments.

1      2      3      4      5

*{Are there properly drawn policies with regards to the management of the organisation?  
Are the policies clearly understood by the respective members and staff?  
Are there clearly defined plans for the organisation?}*

7) Board endorses an appropriate Fundraising strategy in accordance with the code of conduct & practices.

1      2      3      4      5

**MONITORING AND EVALUATION**

1	2	3	4	5
Poor	Acceptable with major improvements needed	Adequate with minor improvements needed	Good with few refinements needed	Exemplary

8) Board members have a process for handling urgent matters between meetings, e.g., the Sub-Committee handles these matters and promptly reports them to the Board.

1      2      3      4      5

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9) Programmes are monitored to ensure that they support the mission & objectives. Desired outcomes are specified for each programme. Programmes are sufficiently staffed and resourced to provide high-quality services to clients.

1      2      3      4      5

10) Board regularly monitors and evaluates progress toward strategic goals and each programme's performance.

1      2      3      4      5

11) The organisation maintains contemporaneous records in documenting volunteers and their activities, with comprehensive policies, guidelines, and processes in place.

1      2      3      4      5

**FINANCIAL CONTROL**

12) SASCO Home has approved up-to-date fiscal policies and procedures that are followed, and ensure compliance to relevant rules and regulations, and safety of all assets. Board approves an annual operating budget, based on funds needed to obtain, and develop resources needed to implement the strategic plan and operate the organisation.

1      2      3      4      5

13) Board receives accurate and timely reports on status of finances, including as compared to plans and conformance to relevant rules and regulations.

1      2      3      4      5

**BOARD HEALTH**

14) Board members value and trust each other and feel they can rely on each other to effectively perform their roles.

1      2      3      4      5

15) Overall, Board operates in a forward-planning, proactive manner, rather than reactive, crisis-driven manner.

1      2      3      4      5

**TOTAL            =**

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**Qualitative Evaluation**

(Other comments or further views/reflections that may not have been addressed by the items listed above. Can also include recommendations or suggestions.)

*NB. Please type your responses/inputs.*

16)

## SASCO HOME COMMITTEE OF MANAGEMENT SELF-EVALUATION CHECKLIST

This checklist is used to self-assess the performance of SASCO Home's COM over the past financial year period, on the following areas:

1. Vision & Mission
2. Strategic Planning
3. Monitoring and Evaluation
4. Financial Controls
5. Board Health

### SCORING TABLE

- 15 – 22 Below Expectations  
23 – 44 Fair  
45 – 60 Meet Expectations  
61 – 75 Above Expectations

### Committee of Management Self-Evaluation Checklist Results (2024/2025)

Board Memebers	Vision & Mission	Strategic Planning	Monitoring & Evaluation	Financial Control	Board Health
Mr Farihullah	5	4.67	4.5	5	5
Mr Bernard Tan Leng Joo	5	5	4.75	5	5
Mr Iskander	5	5	4	4.5	4.5
Mr John Raghavan	5	4.83	4.5	4.5	4.5
Mr Subramaniam	5	5	5	5	5
Mr Jignesh	4	5	5	5	5
Mr Lakhbir Gill	5	5	4.5	5	4.5
Mr Daryl Han Keen Siew	5	4.83	5	4.5	4
Dr Hirman Khamis	4	4.67	5	4.5	5
Mr Ng Kim Seng, Paul	4	4.5	4.5	5	5
Mr Pasupathy M.	4	5	4.75	5	5