

A Self-Evaluation Tool for Trustee Boards

Please complete sections 1 to 5, putting a tick in the most appropriate column. After completing all the questions, score your organisation using the attached score sheet. Please be as honest as possible.

SUBJECT	ITEM	QUESTION					SCORE	TOTALS
			Yes	Mostly / Think So	Sometimes / Not Sure	No		
Trusteeship	1a	Are your trustees motivated to make a contribution to the work of your organisation?						
	1b	Are all your trustees legally eligible to sit on your trustee board?						
	1c	Do your trustees have a wide range of skills and relevant experience?						
	1d	Are the roles and responsibilities of your trustees clearly defined and understood?						
Charities	2a	Does your legal structure adequately meet the organisation's needs and purposes?						
	2b	Are your trustees familiar with the contents of your governing document?						
	2c	Do the trustees avoid conflicts of interest and act in the interests of the charity?						
	2d	Does your group meet all relevant reporting requirements (e.g. Charity Commission)?						
Leadership	3a	Is your organisation's vision and mission clearly defined and understood by all?						
	3b	Do you have aims and objectives that are clearly defined and understood by all?						
	3c	Do you have the necessary policies and procedures in place?						
	3d	Are policies and procedures regularly reviewed and up to date?						
	3e	Do you appropriately manage the risks associated with your group's work?						

M.O.T. Monitoring of Trusteeship

SUBJECT	ITEM	QUESTION	Yes	Mostly / Think So	Sometimes / Not Sure	No	SCORE	TOTALS
Roles & Responsibilities	4a	Does the Board safeguard the values and mission of the organisation?						
	4b	Does the Board determine the strategy and structure for the organisation?						
	4c	Does the Board ensure the organisation functions effectively and responsibly?						
	4d	Does the Board ensure the organisation is accountable to relevant stakeholders?						
	4e	Do the trustees ensure that the Board functions effectively as a Board?						
	4f	Do you have role descriptions for all trustees?						□
Legal Compliance	5a	Are trustees aware of their legal responsibilities?						
	5b	Do they stay up to date with changes in the law?						
	5c	Are there policies and procedures in place to ensure legal obligations are met?						
	5d	Is there adequate and appropriate insurance cover in place?						
	5e	Are the organisation's contractual obligations being met?						□
Building an Effective Board	6a	Do you have an effective strategy for recruiting new trustees?						
	6b	Are trustees provided with training opportunities?						
	6c	Are trustees provided with a planned induction?						
	6d	Have you ever undertaken a skills audit for your trustees?						
	6e	Do you have a diverse Trustee Board?						
	6f	Do you undertake any sort of appraisal or review of your trustees?						□

M.O.T. Monitoring of Trusteeship

SUBJECT	ITEM	QUESTION	Yes	Mostly / Think So	Sometimes / Not Sure	No	SCORE	TOTALS
Good Governance	7a	Does the Board lead so as to meet its objectives, set strategy and uphold values?						
	7b	Is your Board in control of the organisation?						
	7d	Does the Board review its effectiveness and ensure the Board will continue in the future?						
	7e	Does the Board delegate tasks or areas of responsibility to appropriate staff/volunteers?						
	7f	Does the Board and each of its trustees act with integrity?						
	7g	Does the Board operate openly and are they accountable to users / members / partners?						
Business Planning	8a	Do you currently have a business plan?						
	8b	Have you clarified why you do business planning and what it will help you achieve?						
	8c	Is your business plan reviewed and updated annually?						
	8d	Are staff / volunteers consulted in the process of developing your business plan?						
	8e	Do you also do strategic planning for your fundraising activities?						
Trustee Meetings	9a	Do you forward plan the business to be covered in your Board meetings?						
	9b	Do your agendas look forward and set the strategic direction for the organisation?						
	9c	Does your Chair provide effective chairing of meetings?						
	9d	Do you review the effectiveness of your Board meetings on a regular basis?						
	9e	Are useful minutes of meetings kept and distributed on time?						
Finances	10a	Do you have an annual operating budget?						
	10b	Do you have financial procedures to ensure accountability for your finances?						
	10c	Does the Board review the accounts regularly to monitor your finances?						

M.O.T. Monitoring of Trusteeship

SUBJECT	ITEM	QUESTION	Yes	Mostly / Think So	Sometimes / Not Sure	No	SCORE	TOTALS
Finances	10d	Do trustees know how to read management accounts?						
	10e	Do you manage your cash flow?						
	10f	Are annual accounts prepared and audited (if required)?						
Managing People	11a	Do staff / volunteers receive an induction when commencing with your organisation?						
	11b	Do they receive adequate supervision and support?						
	11c	Do you have employment contracts for paid staff?						
	11d	Do you regularly assess training need within your organisation?						
	11e	Are communications systems in place between the Trustees and staff / volunteers?						
	11f	Do you consult staff and volunteers in setting priorities and implementing changes?						
Monitoring/evaluation	12a	Can you easily identify any problems in your organisation or in your services / activities?						
	12b	Do you collect data to help you measure the effectiveness of your services / activities?						
	12c	Do you collect data on sickness and absence of staff / volunteers?						
	12d	Do you undertake equal opportunity monitoring?						
	12e	Has your organisation ever undertaken a staff (or volunteer) satisfaction survey?						
Action	13a	Have you found this MOT easy to complete?						
	13b	Has it prompted you to want to take some actions to improve your practices?						
TOTAL SCORE - ADD BOXES 1 TO 13								

M.O.T.

(Monitoring of Trusteeship)

A Self-Evaluation Tool
For Trustee Boards

SCORE	
Yes	10 points
Mostly / Think So	5 points
Sometimes / Not sure	2 points
No	0 points

Your Result	Small groups (< £10,000 turnover)	Medium groups (>£10,000 turnover)	Large groups (> £100,000 turnover)
A near perfect Trustee Board with excellent trustees. Please get involved with TrusteEarning as a Tutor to help learners in your area.	300 points +	450 points +	600 points +
A very good Trustee Board. If one area of your work is weaker, it would be worth registering for the TrusteEarning module covering this area.	250 - 299 points	375 - 449 points	500 - 599 points
A reasonable Trustee Board, although there may be some weak areas to address. Why not register for the relevant TrusteEarning modules today?	200 – 249 points	300 - 374 points	400 - 499 points
If you're a smaller organisation, don't worry. You're probably doing OK but if you do have any difficulties, register for the relevant TrusteEarning modules today. If you're a large or medium-sized organisation, your Trustee Board is probably having some difficulties running the organisation. We recommend signing up for all modules of TrusteEarning today.	150 – 199 points	225 - 299 points	300 to 399 points
Smaller organisations, you may be doing OK but registering for all modules of the TrusteEarning programme could help you improve your practices. Large or medium-sized organisations - oh dear! We recommend signing up for all modules of the TrusteEarning programme immediately.	90 - 149 points	150 - 249 points	200 – 299 points
Emergency services needed! Sign up for all modules of the TrusteEarning programme today. You may also need to seek additional advice and support from your local infrastructure organisation.	89 points or less	149 points	199 points or less