

CHAIRPERSON'S ACCOUNTABILITY CHECKLIST

The chairperson is the leader of the board and carries overall responsibility for the integrity of the board's processes. The role involves the following responsibilities.

Chair accountability measure	Standard	Achieved	Not Achieved	Don't Know
1. Oversees general performance of the Board	1.1. Board performs against its forms of accountability & strategic goals			
2. Ensure information about the financial performance of the organisation flows to the board	2.1 Board remains well-informed about financial performance of the organisation			
3. Establish & maintain systems for information flows to the Board	3.1 Board receives information on time & is able to comment/ have input 3.2 Board has adequate opportunities to have input & make decisions 3.3 Chair ensures accurate minutes are kept, approved by board & signed by Chair			
4. Attend & chair board meetings	Attendance at all meetings (unless chairing responsibility delegated) Meeting procedures as outlined in the Standing Orders & Local Government Official Information and Meetings Act 1987 are observed except where the Board has suspended them. Information on meeting procedures is found in the section on meetings			
5. Make recommendations to board about prudent management of board matters	Recommendations made as necessary			
6. Establish & maintain an ongoing working relationship with the Principal	Regular meetings are held in addition to ongoing liaison			
7. Deal with disputes & conflicts referred to the Chair	As required by the board's Policy and Procedures			

8. Act as Protected Disclosure Officer	Requirement met			
9. Ensure the Principal's Performance Agreement & appraisal are completed on an annual basis	Report of Principal's Performance Appraisal tabled at the board according to appraisal process			

NZSTA