

## A quick guide for Administrators and Facilitators completing the Governance Mark Process

The administrator will first be required to create and start the Framework Whole of Board evaluation as the first step towards completing the Governance Mark.

### New Standard Evaluation

Choose from one of the evaluation templates below, fill in some details and then invite people to take part in the evaluation

#### Evaluation Details

Evaluation Type  
Framework Whole of Board Evaluation

End Date  
2018-08-31

Reminder Date  
2018-08-29  
Send reminder emails on this date if the evaluation has not been completed

#### Participants (Manage Board Members)

Select who will be invited to participate in this evaluation from the list of board members below:  
**Note:** You are not automatically invited to this evaluation. If you wish to participate, please add yourself below.

<p>Clint Cherrington clint@applicable.... Director</p> <p><b>Invite</b></p>	<p>+</p>
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**Preview** **Create**

To view the Governance Dashboard the facilitator will be required to first complete the 1<sup>st</sup> step on the Governance Checklist.

# Facilitator Dashboard

This is your facilitator dashboard for Applicable Testing

Did you know? You can visit [snz.directorevaluation.com](https://snz.directorevaluation.com) to access the system in future rather than clicking on the link in your invitation email.

## Governance Mark Check List

	Completed
1. Letter of intent signed	<input checked="" type="checkbox"/>
2. Director's self assessment underway	<input type="checkbox"/>
3. Document review complete	<input type="checkbox"/>
4. Draft report	<input type="checkbox"/>
5. Final report	<input type="checkbox"/>
6. Development plan progress	<input type="checkbox"/>
7. Reassessment underway	<input type="checkbox"/>
8. Governance Mark awarded	<input type="checkbox"/>

Once this has been checked the Governance Dashboard will now be assessable.

[Admin Dashboard](#) [Participant Dashboard](#) [Governance Dashboard](#) [Facilitator Dashboard](#) [User Guides](#)

## Governance Dashboard

This is your governance dashboard for Applicable Testing

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### Governance Mark

#### Check list

	Completed
1. Letter of intent signed	✓
2. Director's self assessment underway	
3. Document review complete	
4. Draft report	
5. Final report	
6. Development plan progress	<div>0 / 4 actions completed</div>
7. Reassessment underway	
8. Governance Mark awarded	

Progress towards meeting criteria

The facilitator can now go through the checklist which resembles the processes in order to achieving the Governance Mark.

The Governance Dashboard will show key data including Progress bars indicating the progress towards meeting the criteria and the progress by section.

**Progress towards meeting criteria**

	Progress
Foundation (100% Required)	96%
Core (80% Required)	90%
Desirable	67%

**Progress by section**

Sections	Foundation	Core	Desirable
1. Clarity and cohesion	2 / 3	2 / 4	0 / 1
2. Constitution or trust deed	2 / 2	4 / 4	0 / 1
3. People	3 / 3	4 / 5	0 / 3
4. Inside the boardroom	1 / 1	2 / 2	0 / 0
5. Relationship with the chief executive	3 / 3	5 / 5	2 / 2
6. Board meetings	2 / 2	9 / 9	4 / 4
7. Accountability and Ethics	6 / 6	2 / 2	3 / 3
8. Reporting and monitoring	5 / 5	0 / 0	1 / 1

[View Development Plan](#)

It also displays the users Actions required which are populated through the Development Plan.

**My Assigned Actions**

**1.1 Strategic nature**

The board understands that its role is primarily the long term interest of the organisation on behalf of its owners. This means having a future focus. Foundation

**ASSIGNED ACTION:**  
This is the action recorded

**ACTIONS TAKEN:**  
Clint Cherrington: fdsf

Due: 31-08-2018

My Actions taken:

[Save](#)

## **Questions**

You can contact your assigned Facilitator – Name, email, phone

Or for any technical issues please email: Clint Cherrington - [clint@applicable.co.nz](mailto:clint@applicable.co.nz)

## **Required documentation to be sent to your facilitator**



*The Governance Evaluation System was developed by [applicable.co.nz](http://applicable.co.nz)*