

Template 24: Individual Audit Committee Member Performance Assessment

Individual Audit Committee Member Assessment Template	
County	
Name of Audit committee member	
Period	

This form should be completed by the Chairperson and discussed with the audit committee member.

1. Attendance at meetings

- a) Number of audit committee meetings held during the year: _____.
- b) Number of meetings attended by audit committee member; _____.
- c) Chairperson’s comments on attendance at meetings:
 - Attends on time and stays for full duration of meeting
 - Attends briefly

2. Preparation for meetings

- a) How well does the audit committee member prepare for meetings?
 Outstanding Very Good Good Satisfactory Not Acceptable
- b) Chairperson’s comments: _____

Participation at meetings

- a) What level of effective participation does the audit committee member have in meetings:
 Outstanding Very Good Good Satisfactory Not Acceptable
- b) Chairperson’s comments: _____

3. Personal Attributes

The chairperson’s assessment of the audit committee member’s attributes with comment, in particular, on the members understanding of the operations of the entity, the business environment, the legal and regulatory framework, level of ethical and moral judgment, ability to keep up to date with latest developments in the sector, communication and relationship with other committee members, relationship with management, confidentiality, experience and judgement and their relationship with stakeholders.

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4. Professional attributes

The Chairperson’s assessment of the audit committee member’s professional attributes with comments on the director’s strategic awareness, the risks facing the entity, independence and objectivity, understanding of governance and responsibilities relating to internal auditors, financial reporting and external audit.

5. Chairperson’s general comments

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The above assessment has been discussed between the Audit Committee Chairperson and the Audit Committee member concerned and the points raised have been agreed.

	Name	Signed	Date
Chairperson			
Audit Committee Member:			