**Template (5)**

**Member's role report template to establish the role of the member in implementing the boardroom governance system**

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| --- | --- | --- | --- |
| **Key data** | **Criteria** | **Observations/Recommendations** | **Approval** |
| Entity Name |  | Membership Date |  |
| Member Name |  | Report Date |  |
| Board of Directors Secretary |  | Timeline |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key data** | **Criteria** | **Observations/Recommendations** | **Approval** |
| No. | Criteria | Level(10 being the highest level) |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 1 | Attends board meetings regularly and on time |  |  |  |  |  |  |  |  |  |  |
| 2 | Pitches in ideas and information that serve the board’s interests  |  |  |  |  |  |  |  |  |  |  |
| 3 | Works collectively with the rest of the board members to achieve the entity’s objectives |  |  |  |  |  |  |  |  |  |  |
| 4 | Complies with the disclosure and transparency system and updates his disclosure in case of any change |  |  |  |  |  |  |  |  |  |  |
| 5 | Provides a prior notification in case of absence |  |  |  |  |  |  |  |  |  |  |
| 6 | Takes part and attends in board committee meetings, events and occasions in general |  |  |  |  |  |  |  |  |  |  |
| 7 | Uses his own social media to support the board’s objectives  |  |  |  |  |  |  |  |  |  |  |
| 8 | Adheres to professional codes of conduct and avoids conflict of interests |  |  |  |  |  |  |  |  |  |  |
| **Final Grade** | **0** |

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| **Key data** | **Criteria** | **Observations/Recommendations** | **Approval** |
| Key observations about the member and the board chairperson recommendations (to be filled by the Board of Directors Secretary and approved by the chairperson) |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key data** | **Criteria** | **Observations/Recommendations** | **Approval** |
| No. | Board of Directors Chairperson  |
| Name |  |  |  |
| Signature |  |  |  |
| Date  |  |  |  |