



Australasian College  
for Emergency Medicine

# Board Monitoring and Reporting Policy

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COR308 v4

## Document Review

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Timeframe for review:	Every two years, or earlier if required
Document authorisation:	ACEM Board
Document implementation:	Chief Executive Officer
Document maintenance:	Manager, Governance and Standards

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
v1	Sep-2014	Approved by Board
v2	Jun-2017	Revision approved by Board
v3	Feb-2019	Revisions to Document Review section
v4	Oct-2022	Minor revisions to language and Monitoring Schedule

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## 1. Purpose

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The purpose of this policy is to describe the procedures and practices to be followed by the ACEM Board in monitoring the Board as a whole, individual Board members and the organisation through the Chief Executive Officer (CEO). It includes a monitoring schedule.

This policy applies to the ACEM Board and individual members of the Board.

## 2. Board Self-assessment

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### 2.1 Review of effectiveness of Board

The ACEM Board is required by its Charter to undertake an annual review of the effectiveness of the Board, Board entities and directors to improve their performance. Pursuant to its Terms of Reference, the Governance Committee is responsible for developing the program and processes for these reviews for consideration by the Board.

Reviews will include assessment of:

- a. progress in achieving strategic outcomes as stated in the current Strategic Plan
- b. understanding of:
  - the role and responsibilities of the Board
  - ACEM's Constitution, regulations and Board policies
- c. the skills, knowledge and attributes required by the Board and the extent to which the Board has access to these (including review of the skills, knowledge and attributes required by members of the Finance and Risk Committee), and
- d. other aspects of performance agreed by the Board for a specific review.

## 3. Reviewing Chief Executive Officer Performance

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The Governance Committee shall:

- a. review and make recommendations to the Board on detailed aspects related to monitoring the CEO's performance.
- b. develop the program and processes for the annual performance appraisal of the CEO for consideration by the Board.

### 3.1 Process for reviewing Chief Executive Officer Performance

- a. Review of performance of the CEO will be against expected outputs based on the College strategic and Business Plans and/or any other indicators as agreed by the Board and the CEO.
- b. Review of CEO performance is to determine the degree to which Board policies and organisational priorities are being met.

## Monitoring Schedule

### 32 Specific performance monitoring and schedule

The monitoring schedule as listed below may be replaced with a reference to the Board's Annual Calendar, which would include the standard reports to be provided at each meeting.

Review Area	Responsibility to bring to Board	Method	Frequency	Month
Financial Status	Finance & Risk	External	Annually via the Audit	
Financial Status	Finance & Risk	Internal	Monthly	
Financial Planning	Finance & Risk	Internal	Annually	
Reserves	Finance & Risk	Internal	Monthly	
Investments	Finance & Risk	Internal	Quarterly or as Required	
Protection of Assets	Finance & Risk	Internal	Annually	
Remuneration and Benefits	Finance & Risk	Internal	CEO Annually	
Risk Assessment	Finance & Risk	Internal	Annually	
Compliance with Legislative & Regulatory Requirements	Finance & Risk Governance	Internal	Annually or as required	
Strategic Settings	Governance	Internal	Three yearly	
Strategic Outcomes	Governance	Internal	Annually	
Member Satisfaction	CEO	Internal	Annually	
Staff Engagement Survey	CEO	Internal	Annually	
Stakeholders and Partners	Governance	Internal / External	Annually	
Public Affairs		Internal / External	Annually	
Emergency CEO succession	Governance	Internal	Annually	
Compliance with <i>CEO Delegation &amp; Limitations Policy</i>	Finance & Risk	Internal	Annually	
CEO Performance	Governance	Internal	Annually	
Board and Committee functioning	Governance	Internal	Annually or as required	

## 4. Associated Documents

*CEO Delegation & Limitations Policy (COR306)*



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