



BOARD AND COMMITTEE APPRAISAL SYSTEM

The Board and Committee Appraisal aims to enhance the competence, integrity, and effectiveness of CITEM's Board of Directors and Committee Members. This process helps identify areas for improvement and provides opportunities for professional development.

GUIDELINES:

1. The assessment shall be conducted annually on a date determined by the Board or as proposed by CITEM.
2. The assessment applies to each Director who has served CITEM for at least three (3) months during the rating period and has attended at least two (2) Board meetings within the same period.
3. Directors shall evaluate each other using the following rating scale:
 - 1 – Outstanding, exceptional contribution
 - 2 – Satisfactory, no improvement required
 - 3 – Needs improvement
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4. The assessment responses and subsequent discussions shall be treated with strict confidentiality.
5. The accomplished forms shall be submitted to the Compliance Officer, who will consolidate and compute the average rating of each Director.

CRITERIA FOR EVALUATION:

MANAGEMENT

Demonstrates understanding and commitment to CITEM's mission, vision, core values, goals, and objectives.

Ensures that Board meeting discussions align with CITEM's mandate.

Reviews CITEM's performance and accomplishments in fulfilling its mandate.

Contributes valuable insights and recommendations during Board discussions.

RATING SCALE:

Self
Evaluation

Peer Evaluation for
Director

1

2

3

4

5



FINANCIAL OVERSIGHT

Reviews the integrity and effectiveness of CITEM's financial reporting.

Monitors and evaluates actual operating results against the budget and recommends appropriate actions.

Reviews and approves the Annual Corporate Operating Budget and Work Program.



GOVERNANCE AND PERFORMANCE

Ensures confidentiality of business information and avoids conflicts of interest.



CRITERIA FOR EVALUATION:

GOVERNANCE AND PERFORMANCE

Acts with transparency, accountability, integrity, and fairness, recognizing the role as one of trust and confidence.



Has a working knowledge of statutory and regulatory requirements affecting CITEM, including its Charter, GCG requirements, and other relevant regulations.



BOARD PERFORMANCE

Understands duties and responsibilities as a Director, including the distinction between Board/Committee and management roles.



Fosters cooperation and maintains respectful relationships with fellow Board members.



Considers CITEM's policies when making decisions.



Applies expertise and experience effectively in Board and Committee discussions.



COMMENTS/ SUGGESTIONS/ RECOMMENDATION

directors are encouraged to provide feedback for continuous improvement:

DIRECTOR 1

DIRECTOR 2

DIRECTOR 3

DIRECTOR 4

DIRECTOR 5