

Sample questionnaire

Attachment 1

Section 1: Board Details

Type of board

What type of board do you represent?

- Statutory body Non-statutory body Other

Please provide a short description of the objects of your board

Total membership of the board

Please indicate the number of people on your board in the boxes below.

Males Females

Executive members of the board

Please tick the appropriate boxes to indicate whether males or females hold positions in the executive structure of the board.

	CEO	Chair	Treasurer	Secretary	Other (give details)
Female					
Male					

Client/customer base

Your board represents a certain clientele or customer base. Please indicate from the following table the composition of your customer/membership base (please tick the most appropriate box).

- Predominantly male Predominantly female Equal numbers of men and women

What makes a good board?

Please reflect on your experience as a board member/CEO. What do you feel are the three most important qualities that go to make up a good board, e.g. experience, diversity, knowledge, networks? Please be as specific as possible in your answer.

What are the three most important qualities/experiences you value in a good board member?

Section 2: Administration of the Board

Following are some questions about the structural arrangements of the board.

Please tick the most appropriate

- The board meets: Once a year Twice a year
 Less than monthly and more than twice per year Monthly
 More than monthly
- Meetings take: Less than one day One day Two days
 More than three days Varies depending on the business at hand

Board Business

Tick the approximate amount of time outside meetings that members must spend on board business

- Executive Member: Less than 5 hrs/wk 5 to less than 10 hrs/wk
 10 to less than 20 hrs/wk 20 to less than 40 hrs/wk More than 40 hrs/week
- Ordinary Member: Less than 5 hrs/wk 5 to less than 10 hrs/wk
 10 to less than 20 hrs/wk 20 to less than 40 hrs/wk More than 40 hrs/week

Support

Indicate the type of administrative supports provided for board members (please tick if provided)

- Support Secretarial support Telephone allowance
 Training Fax Modem
 Child care Other (please specify) _____

Please indicate the type of remuneration provided for members (please tick if provided)

- Remuneration Travel and accommodation Sitting fee
 Wage Other (please specify) _____

Section 3: Selection for Board Membership

The following questions relate to the selection of board members

How are members selected by your organisation? (please tick if appropriate)

- Advertisement Election by member organisations
 Head hunting Appointment by Minister Executive search agencies
 Existing industry contacts Other (please specify) _____

Are women nominated through these processes?

- Yes No

If you answered no, can you give your opinion as to why they are not being nominated through existing channels? _____

Section 4: Women on Boards

Would you like to see an increase in women's representation on boards?

Yes. Why? _____

No. Why Not? _____

Are you happy with the current balance of men and women on your Board?

Yes. Why? _____

No. Why Not? _____

If you have women on your board, have they made your board:

More effective

Less effective

No change

Do you believe it important to your customers/membership to have women on your board?

Yes. Why? _____

No. Why Not? _____

If you have women on your board, are there different qualities/experiences they bring to the board?

If you have women on your board, how are they received? Does their presence create any tensions?

Have you considered any of the following strategies to increase women's representation? (Whether you answer yes or no, you may wish to include comments)

Incentives for member organisations/branches to include diversity in leadership

Yes No Comment _____

Management/leadership training for members

Yes No Comment _____

Training on the role of boards and/or the skills and experience required

Yes No Comment _____

Voluntary targets

Yes No Comment _____

Mentoring programs

Yes No Comment _____

Affirmative Action policies

Yes No Comment _____

Child care provisions

Yes No Comment _____

Payment for children's travel

Yes No Comment _____

Other (please specify) _____

What do you think are the three biggest obstacles facing women who may wish to be on your board?

What might be the three most important difficulties presented by your organisation's structure or management that may prevent women from being selected for your board, e.g. time of meetings, location, costs etc.?

We are most interested in any other comments you have about this or any related topics.

Section 5: Personal Characteristics of Board Chairs

We would like to end the questionnaire by asking you questions that will allow us to develop a profile of board chairs. (please tick the most appropriate answers)

Age Less than 30 31-40 41-50 51-60
 More than 60

Marital status Married Single Widowed Divorced

Children Dependent Non-dependent No children

Education Tertiary study High school qualification Other

If you have tertiary qualifications, please indicate what your qualification is, e.g. law degree, economics degree, TAFE Diploma. _____

Thank you for your time. We appreciate the effort you have given to this survey.

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