

Monitoring Worksheet for Executive Limitation Policies

Report name: [Click here to enter text.](#)

Date: [Click to enter a date.](#)

This worksheet is intended to assist you in assessing the monitoring report and expediting RELEVANT discussion at the Board meeting. For EACH ITEM and sub-item in the attached monitoring report, please note your responses to the following questions. **Shaded items should be raised for discussion at the meeting.**

Item Number	Is there a reasonable interpretation? Does it include metrics (the standard & level of achievement on the standard) that will demonstrate compliance, supported by rationale?		Is there verifiable data for each metric in the interpretation to show that this limitation has not been contravened? Is the data source and date of collection shown?		If NO, note your reason for concern and questions or clarification needed	
	Yes	No	Yes	No		
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Is there an interpretation and evidence for each item in the policy, including the opening statement?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any reason to doubt the integrity of the information presented?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the CEO has indicated NON-COMPLIANCE with any aspect of this policy, is there a commitment as to when the Board can expect to see compliance and is the proposed time-frame acceptable?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Having reviewed the monitoring report, does anything you have learned make you consider whether the POLICY ITSELF should be amended? (Policy amendment is not monitoring but should be addressed as a board decision.)					Yes <input type="checkbox"/>	No <input type="checkbox"/>

Monitoring Worksheet for Ends Policies

Report name: [Click here to enter text.](#)

Date: [Click to enter a date.](#)

This worksheet is intended to assist you in assessing the monitoring report and expediting RELEVANT discussion at the Board meeting. For EACH ITEM and sub-item in the attached monitoring report, please note your responses to the following questions. **Shaded items should be raised for discussion at the meeting.**

Item Number	Is there a reasonable interpretation? Does it include metrics (the standard & level of achievement on the standard) that will demonstrate compliance, supported by rationale?		Is there verifiable data for each metric in the interpretation to show that a reasonable interpretation of the policy has been achieved? (Look for results of the activities, not reports of the activities themselves (wing flaps); look for comparisons, trends, ratios, or percentages, not raw numbers, if data is quantitative.) Is the data source and date of collection shown?		If NO, note your reason for concern and questions or clarification needed	
	Yes	No	Yes	No		
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Item #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Is there an interpretation and evidence for each item in the policy, including the opening statement?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any reason to doubt the integrity of the information presented?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
If a reasonable interpretation of the policy has not been achieved, is there a commitment as to when the Board can expect to see achievement and is the proposed time-frame acceptable?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Having reviewed the monitoring report, does anything you have learned make you consider whether the POLICY ITSELF should be amended? (Policy amendment is not monitoring but should be addressed as a board decision.)					Yes <input type="checkbox"/>	No <input type="checkbox"/>