

# Board Governance Checklist (Free & Short Assessment)

*A Self-Assessment Tool for Driving Execution  
For Founding Members, Existing Boards,  
and Compliance Officers*



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## Board Governance Checklist

A Self-Assessment Tool for Driving Execution For Founding Members, Existing Boards, and Compliance Officers

**Purpose:** This practical tool allows your organization to self-assess the quality of its governance with a strong focus on execution capability. Beyond mere compliance, this checklist helps identify areas where your board can enhance its strategic oversight and ensure that decisions translate into tangible results, effectively bridging the "Decision-Action Gap."



### Why Strong Governance Matters

Effective board governance is not just about compliance; it's about driving performance, managing risk, and fostering sustainable growth. Our checklist helps you evaluate how well your board is positioned to lead your company's strategic journey, especially in the dynamic Vietnamese market.



### Board Governance Self-Assessment Checklist

Please answer each question honestly to gauge your board's governance quality and execution strength.

#### I. Structure

##### 1. Independent Director Mandate:

- Is there at least one independent director with a clear mandate to oversee the implementation of the board's strategy?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

##### 2. Committee Expertise (Audit/Risk):

- Are key committees (e.g., Audit, Risk) staffed with members who possess relevant operational experience, not just financial or legal backgrounds?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

### 3. Board Diversity:

- Does your board reflect a diversity of skills, experiences, and perspectives relevant to your industry and strategic goals (including gender, age, and local market understanding)?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

### 4. Clear Roles & Responsibilities:

- Are the roles, responsibilities, and reporting lines for the board, committees, and executive management clearly defined and understood by all?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

## II. Processes

### • 5. Decision-to-Action Conversion:

- Are board resolutions systematically converted into clear, actionable plans with assigned responsibilities and deadlines within 30 days of approval?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

### • 6. Systematic Implementation Follow-up:

- Does a systematic follow-up process (e.g., quarterly reporting to the board/committees) exist to monitor the implementation of key decisions?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

- **7. Risk Management Integration:**

- Are identified risks (financial, operational, regulatory, ESG) regularly reviewed by the board and integrated into strategic decision-making and implementation plans?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

- **8. Stakeholder Engagement:**

- Does the board have a formal mechanism for understanding and considering the interests of all critical stakeholders (e.g., shareholders, employees, customers, local communities)?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

### III. Culture

- **9. Performance-Linked Board Evaluation:**

- Is the board's (and individual director's) evaluation primarily linked to the achievement of strategic implementation results, rather than solely meeting attendance or participation?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

- **10. Open Dialogue & Challenge:**

- Does the board culture foster open dialogue, constructive challenge, and a willingness to question assumptions without fear of reprisal?
  - ☐ Yes
  - ☐ No
  - ☐ Partially

- **11. Accountability for Implementation:**

- Is there a pervasive culture of accountability for implementation across all levels of the organization, starting from the board?
  - ☐ Yes
  - ☐ No
  - ☐ Partially



## Your Next Steps: Enhance Your Governance

This checklist is a starting point. A deeper dive can unlock significant value.

### Download the Full Checklist

Visit our website to download the complete **Board Governance Checklist** and gain more detailed insights into each area.

[www.viet-transformation.com/governance-checklist](http://www.viet-transformation.com/governance-checklist)

### Request a Free Short Assessment

Discover your board's strengths and areas for improvement with a **complimentary short assessment** by **VIET Transformation Advisors**. Our experts will analyze your responses and provide initial insights.

**Scan QR code or visit:** [www.viet-transformation.com/free-assessment](http://www.viet-transformation.com/free-assessment)



## Why Partner with VIET Transformation Advisors?

At **VIET Transformation Advisors**, our core philosophy is built on three pillars:

- **Execution Focus: Bridging the "Decision-Action Gap."** We go beyond strategy formulation to ensure your decisions are effectively implemented, driving real-world results.
- **Local Relevance:** We integrate deep knowledge of Vietnamese regulations (e.g., VNIDA guidelines) and cultural nuances (e.g., understanding hierarchies, "face-saving" feedback) into all our recommendations.
- **Credibility & Trust:** Our reputation is built on proven methodologies and expert insights. Leveraging certifications and the extensive expertise of our leadership, we build trust and deliver tangible value.





**VIET Transformation Advisors Ltd.**

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