

Good Governance: Module 1  
Self-Assessment

**Instructions:** The self-assessment is designed to determine your understanding of the information presented in this module. After reading the material answer the following questions. Use the scoring key at the end to gauge your understanding of the topic.

**Relevance of Governance to NGOs and CBOs**

True or False:

- \_\_\_ 1. The principles of corporate governance generally apply to NGO governance.
- \_\_\_ 2. Governance concerns are legal, but not ethical by nature.
- \_\_\_ 3. Accountability and responsibility to civil society are at the heart of governance.
- 4. The South African King II report identifies seven characteristics of good governance. They are (7 points):

_____	_____
_____	_____
_____	_____
_____	_____

**Internal Legal Environment**

True or False:

- \_\_\_ 5. Board members and staff members are part of the NGO external environment.
- \_\_\_ 6. A constituency-based governing structure is established on the basis of a constitution.
- \_\_\_ 7. NGOs conduct annual general meetings and board meetings to meet the demands of their donor constituencies.
- \_\_\_ 8. Board responsibilities include financial management and day-to-day operations

- \_\_\_ 9. Strategic planning and fundraising are responsibilities of both the NGO board and its managers.
- \_\_\_ 10. Program management and human resources management are the responsibilities of the NGO board.
- \_\_\_ 11. Managing the CEO and Information Management are the responsibilities of the management team.
- \_\_\_ 12. “Jural relations” refers to the legal rights, duties and related relationships within the internal environment of an NGO.

Match the term in the right-hand column with the appropriate definition.

- |  |              |
|--|--------------|
| ___ 13. Ability to influence events      | A. Right     |
| ___ 14. First claim                      | B. Privilege |
| ___ 15. Resistance to detrimental forces | C. Power     |
| ___ 16. Special favour or benefit        | D. Immunity  |

Applying the Hohfelden’s analysis, fill in the blank spaces:

- 17. Local NGOs have a \_\_\_\_\_ to engage in civil society.
- 18. Government has a \_\_\_\_\_ to provide a conducive environment for civil society.
- 19. NGOs have the \_\_\_\_\_ to mobilize communities.

**4.3 External Legal Environment**

20. List six external factors that may impact the operations of NGOs. (6 points)

_____	_____
_____	_____
_____	_____

True or False:

- \_\_\_ 21. A code of ethics refers to the rules and regulations concerning the conduct of NGO members.
- \_\_\_ 22. Statute law is derived from the judiciary.

- \_\_\_ 23. International law is considered the supreme form of law.
- \_\_\_ 24. Customary law is derived from actual practices.
- \_\_\_ 25. Labor law regulates practices between employers and employees.
- \_\_\_ 26. NGOs that want to register as companies must submit a Memoranda of Association.
- \_\_\_ 27. Unlike other businesses, NGOs do not need to obtain a trading license to begin operating.

**4.5 Board Rights and Responsibilities**

28. List six competencies important for NGO boards to have. (6 points)

_____	_____
_____	_____
_____	_____

**Board Processes**

29. List four general processes that NGO boards should develop. (4 points)

_____	_____
_____	_____

Match the position in the right-hand column with the appropriate role and/or function. (Note: the positions to the right can be used more than once.)

- |  |                                  |
|--|----------------------------------|
| ___ 30. Implement major policies                   | A. Chief Executive Officer (CEO) |
| ___ 31. Guide the board and directors              | B. Secretary                     |
| ___ 32. Succession planning                        |                                  |
| ___ 33. Ensure compliance with laws                |                                  |
| ___ 34. Induct new directors into the organization |                                  |
| ___ 35. Ensure continuous quality improvement      |                                  |

## Community Committees

True or False:

- \_\_\_ 36. A community committee is a dedicated group of people that deal with problems the community encounters.
- \_\_\_ 37. Only members of the community may serve on the community committee.
- \_\_\_ 38. Among other roles, the community committee gives direction to the organization and plans how to allocate resources.
- \_\_\_ 39. The main duties of a community committee member are to place the interest of the organization first and to act in its best interest.
- \_\_\_ 40. Electing community committee members using an open ballot offers confidentiality to the voters.

41. List four features of a democratic election. (4 points)

_____	_____
_____	_____

42. List two sources that guide the behavior of community committee members. (2 points)

_____	_____
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True or False:

- \_\_\_ 43. The aim of a meeting is to reach agreement on matters of mutual interest.
- \_\_\_ 44. The meeting agenda is an unbiased summary of the proceedings.
- \_\_\_ 45. Meetings are conducted by the organization's secretary.
- \_\_\_ 46. Good governance rests on an organization's ability to measure the conduct of its members against laws and its code of conduct.

## Scoring Key

Give yourself 1 point for each correct answer then fill in your total score below.

(1) True; (2) False; (3) True; (4) discipline, transparency, independence, accountability, responsibility, fairness, social responsibility; (5) False; (6) True; (7) True; (8) False; (9) True; (10) False; (11) False; (12) True; (13) C; (14) A; (15) D; (16) B; (17) right; (18) duty; (19) power; (20) business regulations, sources of law, statute law, business establishment, business operations, common law, international law; (21) True; (22) False; (23) False; (24) True; (25) True; (26) True; (27) False; (28) any six of the following: strategic management, financial management, knowledge of business processes, marketing, public administration, law, human resources management, technical skills, public relations, information management; (29) Policy making, strategic planning, leadership, monitoring and evaluation; (30) A; (31) B; (32) A; (33) B; (34) B; (35) A; (36) True; (37) False; (38) True; (39) True; (40) False; (41) freedom of choice, free and fair, transparency, voter education; (42) Constitution of the organization, code of conduct of the organization; (43) True; (44) False; (45) False; (46) True.

**TOTAL SCORE:** \_\_\_\_\_

(Number of correct answers)

### Interpret your score:

62-69 points: You have a good to excellent understanding of the material.

55-61 points: You have a good understanding of the material but should review the information related to the questions that you answered incorrectly.

48-54 points: You have an average understanding of the material and should carefully re-read the sections that contain the questions you answered incorrectly.

≤47 points: You have an inadequate understanding of the material. Repeat this module before proceeding.

***NOTE: The material in this module is intended to provide general principles and guidelines for those working in NGOs and CBOs. To be effective, the reader must also understand national and local rules, regulations, customs, and practices that pertain to his or her specific organization and country of operation.***