

## Board of Directors: Governance Practice Review

The following checklist is used to review how well the Board is implementing its basic governance responsibilities, and to note any improvements or changes that need to be made.

Responsibility	✓	Notes
<b>Providing leadership and setting direction for the organisation</b> <ul style="list-style-type: none"> <li>A review and analysis of the current and future environment, and the broad goals of the organisation is conducted periodically</li> <li>Reviewed goals for the short and longer term are agreed on by the Board of Directors and communicated to relevant stakeholders</li> <li>Agreed goals support a viable organisation in the future, and are consistent with the aims of the organisation and the interests of its members and constituent community</li> <li>An achievable plan of action for pursuing agreed goals is approved by the Board of Directors</li> </ul>		
<b>Maintenance of appropriate controls</b> <ul style="list-style-type: none"> <li>The Board of Directors establishes clear expectations of its own work</li> <li>Clear expectations are established for all work delegated by the Board of Directors to members of staff</li> <li>Limits of authority and action are established</li> <li>Procedures for reporting and monitoring are documented and followed</li> <li>Procedures for identifying and responding to problems are documented</li> </ul>		

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<b>Effective risk management</b> <ul style="list-style-type: none"> <li>• Areas of risk are identified and prioritised</li> <li>• Strategies to prevent risks occurring are implemented</li> <li>• Responsibilities for risk management are assigned</li> <li>• Risk management is monitored, reviewed and assessed</li> </ul>		
<b>Sound financial planning and management</b> <ul style="list-style-type: none"> <li>• Account and record keeping complies with accepted bookkeeping or accounting practices</li> <li>• An annual financial budget is approved by the Board of Directors</li> <li>• Compliance with the financial budget is monitored reliably</li> <li>• Financial decisions of the Board of Directors are informed by identifiable sources of expertise</li> </ul>		
<b>Sound human resource management (where staff and/or volunteers are being employed)</b> <ul style="list-style-type: none"> <li>• The organisation has documented procedures for recruitment, job descriptions and contracts, and staff development</li> <li>• Compliance with industrial regulations is monitored</li> <li>• Procedures for performance monitoring and discipline are documented and followed</li> </ul>		
<b>Compliance with laws and obligations</b> <ul style="list-style-type: none"> <li>• The organisation has conducted a legal audit</li> <li>• Contract compliance is monitored</li> <li>• The application of any professional or community standards, or implementation of any</li> </ul>		

undertaking by the organisation, is monitored		
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<b>Productive working relationships</b> <ul style="list-style-type: none"> <li>The Board of Directors has documented its values and procedures with regard to maintaining good relationships within the organisation</li> <li>The Board of Directors is well regarded by other personnel of the organisation, other parts of the organisation and by members of the organisation</li> <li>Relationships with external agencies and individuals are reviewed and assessed</li> <li>Roles and responsibilities for the development and maintenance of these relationships is clearly defined and documented</li> </ul>		
<b>Positive representation of the organisation</b> <ul style="list-style-type: none"> <li>The profile of the organisation is promoted in a way that assists the organisation's capacity to achieve its aims and represent its constituent community</li> <li>The organisation is regarded as effectively representing the interests of its constituent community by members of its constituent community and other stakeholders</li> <li>The organisation is regarded as being well run, and committed to its aims by other agencies</li> <li>Board of Directors do not criticise the organisation publicly</li> </ul>		