

Evolve Leadership
GOVERNANCE
CHECKLIST



governance checklist

Thinking about the Governance of your organisation, answer the following questions to identify potential areas of governance improvement going forward. If you have any questions, feel free to contact us at info@evolveleadership.com.au or phone us on 1300 730 225

1. Governance Roles	Yes	No	Unsure
The Board has clearly defined roles and responsibilities that represent Good Governance principals.			
The Board has appropriate positions filled by appropriate people			
The Board is trusted by its Members and Staff			
Each Board member has a clearly defined role, list of responsibilities, expectations and key performance indicators			
The Chairperson has a clearly defined role and list of responsibilities, expectations and key performance indicators known by all Board members			
The CEO/MD/Principal has a clearly defined role and list of responsibilities, expectations and key performance indicators known by all Board members			
The Board Secretary has a clearly defined role and list of responsibilities, expectations and key performance indicators known by all Board members			
If Incorporated, the Board Treasurer has a clearly defined role and list of responsibilities, expectations and key performance indicators known by all Board members			
2. Board Functions	Yes	No	Unsure
The Board has created a clear strategic planning process for achieving its constitutional objectives.			
The Board has a well documented strategic plan for the organisation developed by the appropriate personnel			
The Board has designed thorough monitoring systems for reviewing the performance of the organisation against its objectives			
The Board has a clearly documented strategy in place for identifying, analysing, treating and monitoring risks within the organisation			
The Board has established a formal performance appraisal and management strategy for the Principal			
The Board and the Principal have a clear decision-making framework or delegation of authority matrix in place, that includes identifying executive boundaries and the Board's must-be-included matters			
The Board understand and carry out their responsibilities for the organisation's financial performance			
The organisation is in a strong financial position as a result of the Board's good financial governance			
The Board have created avenues to communicate to and gather feedback from Members in the organisation			
The Board have an excellent understanding of their legal responsibilities and the regulatory bodies that have influence over them			
3. Board Processes	Yes	No	Unsure
The Board has a comprehensive calendar of significant events that outlines when key responsibilities will be carried out			
Board meetings are run effectively and efficiently and remain within Board boundaries			
Board meetings have a clear agenda set that covers core responsibilities that are prepared and distributed within an appropriate timeframe			
The constitution is up-to-date and easy to read			
Good records of Board documentation are kept including a motion file of all agreed actions to be implemented			
Board minutes adequately reflect meeting discussions and actions agreed and are appropriately signed off, processed and distributed to the Board			
The Board effectively represent the membership of the organisation			
The Board has a clear and effective communication strategy for conveying important information within the organisation			
The Board has an active and relevant risk register and risk mitigation plan in place			

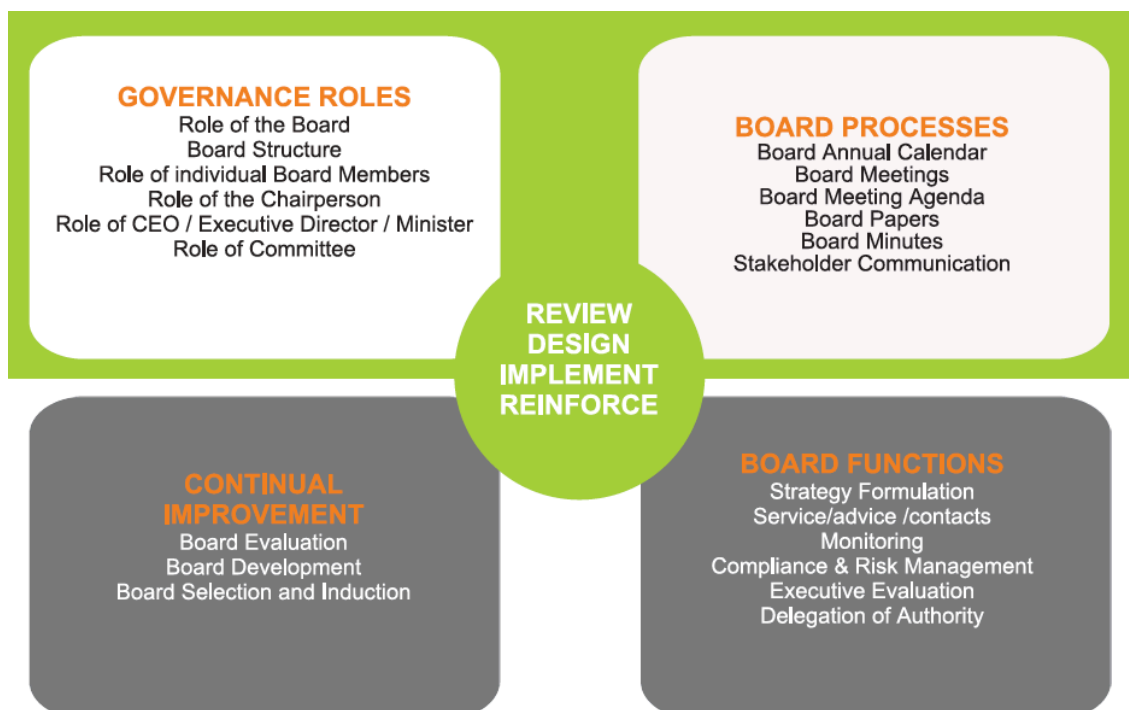
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4. Continual Improvement	Yes	No	Unsure
The Board regularly assess its effectiveness			
The Board has a performance management process in place that is used annually, at a minimum			
The Board has a development plan in place for its continual improvement and capacity building			
The Board has an appropriate recruitment and induction process for new Board members			
The Board has created a climate of trust and candour encouraging contribution despite the level of uncomfortableness			

Evolve Leadership Governance Review & Planning

The long-term success of any organisation will always come back to good Governance that protects vision, mitigates risk and creates empowering boundaries for leaders to thrive in.

Evolve has developed a cost-effective governance review and planning service for organisations to increase their governance competency through reviewing, designing, implementing and reinforcing the good governance principles outlined in the table below.



To discuss how Evolve can assist you and your organisation, feel free to contact us at info@evolveleadership.com.au or on 1300 730 225



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