



The Governance Development Resource Pack
**Reviewing documents
and systems**



How to use this checklist

This checklist is for use in conjunction with a review of governance by a board or management committee (see document *Governance review workshop for boards and management committees: Guide to conducting the workshop*). The checklist lists the main systems and documents that an organisation should have in place as part of good governance.

A physical check should be made of each of the items and a record made of its status ('Complete and up to date', 'Incomplete or out of date', or 'None exists') in the Checked column. Once all items have been checked, the checklist should be reviewed by the board or management committee (or a delegated subcommittee), and the work that is required to bring all items to a complete and up-to-date state should be identified and recorded under 'Work to be done'.

Item	Checked			Work to be done
	Complete and up to date	Incomplete or out of date	None exists	
Accounting system (generating regular, accurate financial reports) <ul style="list-style-type: none"> ▪ Computerised: Yes/No ▪ Using standard chart of accounts: Yes/No 				
Agenda – standard agenda for board or management committee meetings				
Annual report produced and circulated				
Annual audited financial statement produced and signed off by board or management committee				
Board or management committee minutes for every meeting				
Board or management committee succession plan				
Budget and records of budget monitoring				



Item	Checked			Work to be done
	Complete and up to date	Incomplete or out of date	None exists	
Constitution and any other membership rules or procedures				
Delegations of authority to make decisions and approve expenditure				
Membership records and information provided to members				
Organisational plan with priorities and actions for the next year or longer				
Organisational chart showing structure of organisation				
Governance policies including conflicts of interest, financial and asset management				
Register of board or management committee members and office bearers				
Register of conflicts of interest for board or management committee members				
Records of board or management committee skill development processes (e.g. induction or orientation, skills development plan)				
Reports to the board or management committee				
Risk management plan and process (e.g. insurance coverage, critical incident/other risk reporting, administration of legal compliance)				