

GOVERNANCE ESSENTIALS

Activity 10

Governance self-check He Arotakenga

	Yes	Sometimes	No	Don't Know	N/A
Are the organisations values and beliefs clearly stated and reflected in all your programmes and activities?	☐	☐	☐	☐	☐
Does the organisations mission/vision/purpose statement clearly communicate what you want to achieve?	☐	☐	☐	☐	☐
Is there a strategic plan developed consultatively, that guides your board, staff and volunteers?	☐	☐	☐	☐	☐
Are board meetings well attended?	☐	☐	☐	☐	☐
Do conflicts among board members interfere with the boards work?	☐	☐	☐	☐	☐
Is your board's relationship with the staff one of mutual trust and respect?	☐	☐	☐	☐	☐
Do the roles of board members and staff complement each other?	☐	☐	☐	☐	☐
Does the operational manager have a regular performance review carried out by the board?	☐	☐	☐	☐	☐
Are there systems in place to ensure services are monitored and evaluated?	☐	☐	☐	☐	☐
Is time allowed in board meetings to consider new programmes and initiatives?	☐	☐	☐	☐	☐
Is the organisations financial expenditure in line with your objectives and priorities?	☐	☐	☐	☐	☐
Are the quality and quantity of the services, programmes and or initiatives delivered consistent with your contracts/resources and staff?	☐	☐	☐	☐	☐
Are the organisations members, funders and/or stakeholders kept aware of your major decisions and financial condition?	☐	☐	☐	☐	☐
Are there financial monitoring and control systems that enable you to quickly identify budget overruns, errors and protect you from most criminal activities?	☐	☐	☐	☐	☐
Is there a process for the recruitment of board members?	☐	☐	☐	☐	☐
Is there a process in place to provide an induction, training and evaluation for board members?	☐	☐	☐	☐	☐
Does the board have adequate measures to prevent conflict of interest?	☐	☐	☐	☐	☐
Does your organisation have appropriate policies and procedures in place that cover your most vulnerable, Health and Safety, Finance and HR?	☐	☐	☐	☐	☐
Does your organisation have good levels of internal communication?	☐	☐	☐	☐	☐
Are there good levels of internal communication across the organisation, including the board?	☐	☐	☐	☐	☐
Is the organisation generally well regarded in the community?	☐	☐	☐	☐	☐
Does your board have reason to be optimistic about your ability to deal with whatever the next three years bring?	☐	☐	☐	☐	☐
Are you confident your organisation complies with the relevant legislation?	☐	☐	☐	☐	☐
Are you proud to be involved with the organisation?	☐	☐	☐	☐	☐
Does your organisation have an Artificial Intelligence (AI) policy or guidelines, and does the board regularly review the opportunities, risks and use of AI?	☐	☐	☐	☐	☐