

# Governance and Board Policy Manual: Checklist

Name of Organisation:			
Completed By:		Date:	

		Have Policy- No Change	Have Policy- Needs Review	Have Practice- Need Policy	Don't Need Policy
1.	Corporate Governance Standards (Board Charter)				
2.	Strategic Planning – Business Plans and Budget				
3.	Risk Management				
4.	Policy Approval & Review				
5.	Director Appointment and Elections				
6.	Board Composition (competence, independence)				
7.	Board and Director Functions, Role & Duties				
8.	Board Structure & Board Committees				
9.	Delegations and Authorities				
10.	Director Induction				
11.	Meetings Process & Procedures				
12.	Record of Board Deliberations				
13.	Executive Committee				
14.	Audit Committee				
15.	External Auditor				
16.	Director Remuneration & Benefits				
17.	Director Development				
18.	Conference and Forum Attendance				
19.	Board and Director Performance Assessment				
20.	Financial Management & Reporting				
21.	Compliance Management & Reporting				
22.	Conflict of Interest				
23.	CEO and Executive Appointment & Review				
24.	Organisation Structure and Culture				
25.	Access to Documents by Current & Former Directors				
26.	Security and Building/Property Access				
27.	Merger & Alliances				
28.	Sponsorship & Donations				
29.	Independent Advice & Use of Consultants				
30.	Board Communication				
31.	Supplier and Service Contracts				
32.	Confidentiality & Privacy				
33.	Insurance				
34.	Director Expenses (including travel)				
35.	Recognition of Director Service				
36.	Spokesperson and Representation				
37.	Stakeholder Consultation & Reporting				
38.	Communication and Involvement of Former Directors				
39.	Political Activity				
40.	Memberships and Affiliations				
41.	Code of Conduct & Values				
42.	Complaints and Disputes				

