

STANDARDS FOR GOOD GOVERNANCE – PRINCIPLES, POLICIES, PRACTICES AND PROTOCOL

A governance framework checklist

SECTION 1: INTRODUCTION		
1	Articles of Association	<input type="checkbox"/>
2	By-laws	<input type="checkbox"/>
3	Mission, vision and values	<input type="checkbox"/>
4	Strategic Plan	<input type="checkbox"/>

SECTION 2: BOARD OPERATING PROTOCOL (Terms of Reference)		
5	Statement: <i>Our understanding of “good governance”</i> <ul style="list-style-type: none"> ○ Purpose of “good governance” and our governance model ○ Summary of legal duties and the association’s expectations of Directors ○ Directors’ individual and collective roles and responsibilities 	<input type="checkbox"/>
6	Director induction process	<input type="checkbox"/>
7	Directors’ code of practice (aka. Team Charter)	<input type="checkbox"/>
8	Board assessment and appraisal process	<input type="checkbox"/>
9	Directors’ training plan	<input type="checkbox"/>
10	Statement: relationship with the Executive (an “exchange of expectations”)	<input type="checkbox"/>
11	Board paper protocol (and reporting guidelines)	<input type="checkbox"/>
12	Board meeting protocol (including attendance policy)	<input type="checkbox"/>
13	Directors’ Travel & Subsistence Policy	<input type="checkbox"/>
14	Standard annual cycle of business	<input type="checkbox"/>
15	Succession Plan	<input type="checkbox"/>
16	Board Diversity Policy (including skills matrix)	<input type="checkbox"/>
17	Sub-committee Terms of Reference (including nominations, remuneration, risk & audit)	<input type="checkbox"/>

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SECTION 3: GOVERNANCE POLICIES AND STRATEGIES

18	Business Development Plan	<input type="checkbox"/>
19	Financial Plan (including income diversification, expenditure efficiencies and bad debt provision)	<input type="checkbox"/>
20	Financial Regulations	<input type="checkbox"/>
21	Reserves & Investment Policy	<input type="checkbox"/>
22	Scheme of Delegation	<input type="checkbox"/>
23	Risk Management Framework	<input type="checkbox"/>
24	Conflict of Interest Policy	<input type="checkbox"/>
25	Horizon Scanning Process	<input type="checkbox"/>
26	Organisation Evaluation Strategy	<input type="checkbox"/>
27	Stakeholder Engagement Strategy	<input type="checkbox"/>
28	Social Responsibility Policy (including environmental management)	<input type="checkbox"/>
29	Data Protection Policy (including retention and destruction of records)	<input type="checkbox"/>

SECTION 4: OPERATIONAL POLICIES

30	Recruitment & Retention Strategy	<input type="checkbox"/>
31	Marketing & Communications Plan	<input type="checkbox"/>
32	Sponsorship Generation Plan	<input type="checkbox"/>
33	Collaboration Strategy	<input type="checkbox"/>
34	Volunteer Strategy	<input type="checkbox"/>
35	Procurement Policy (including contract management)	<input type="checkbox"/>
36	Travel & Subsistence Policy	<input type="checkbox"/>
37	Health & Safety Plan	<input type="checkbox"/>
38	Annual Operational Plan	<input type="checkbox"/>
39	Standard HR policies, covering all aspects of employment law and regulation	<input type="checkbox"/>

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noun: an associate, advisor, or partner
governance | strategy | leadership
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