**Governance Principles and Supporting Practices Checklist**

**Principle 1: Purpose and Strategy**

1.1 The organisation’s purpose is clear, recorded in its governing documents,

and understood by the board.

1.2 The board approves a strategy to carry out the organisation’s purpose.

1.3 Decisions by the board further the organisation’s purpose and strategy.

1.4 The board regularly devotes time to consider strategy.

1.5 The board periodically reviews the purpose and strategy.

**Principle 2: Roles and Responsibilities**

2.1 Directors’ roles are clear and understood by the board.

2.2 Directors understand and meet their duties under the law.

2.3 Directors meet any eligibility requirements relevant to their position.

2.4 Delegations of the board’s authority are recorded and periodically reviewed.

2.5 The role of the board is clearly delineated from the role of management.

**Principle 3: Board Composition**

3.1 Directors are appointed based on merit, through a transparent process, and

in alignment with the purpose and strategy.

3.2 Tenure of directors is limited to encourage renewal and staggered to retain

corporate knowledge.

3.3 The board reflects a mix of personal attributes that enable it to fulfill its role

effectively.

3.4 The board assesses and records its members’ skills and experience, and this is

disclosed to stakeholders.

3.5 The board undertakes succession planning to address current and future skills

needs in alignment with the purpose and strategy.

**Principle 4: Board Effectiveness**

4.1 Board meetings are chaired effectively and provide an opportunity for all

directors to contribute.

4.2 Directors seek and are provided with the information they need to fulfill their

responsibilities.

4.3 Directors are appropriately inducted and undertake ongoing education to

fulfill their responsibilities.

4.4 The board’s performance, as well as the performance of its chair and other

directors, is periodically evaluated.

4.5 The relationship between the board and management is effective.

**Principle 5: Risk Management**

5.1 The board oversees a risk management framework that aligns with the

purpose and strategy.

5.2 Directors seek and are provided with information about risk and how it is

managed.

5.3 The board periodically reviews the risk management framework.

**Principle 6: Performance**

6.1 The board oversees the appropriate use of the organisation’s resources.

6.2 The board approves an annual budget for the organisation.

6.3 The board receives and considers measures that evaluate performance

against the strategy.

6.4 The board oversees the performance of the CEO.

6.5 The board monitors the solvency of the organisation.

**Principle 7: Accountability and Transparency**

7.1 The organisation’s governing documents and policies relevant to its

governance are available to stakeholders.

7.2 The board oversees appropriate reporting to stakeholders about the

organisation’s performance and financial position.

7.3 Transactions between related parties, if any, are disclosed to stakeholders.

7.4 Directors’ remuneration and other benefits, if any, are disclosed to

stakeholders.

7.5 Members have the opportunity to ask questions about how the organisation

is run and to hold the board accountable for their decisions.

**Principle 8: Stakeholder Engagement**

8.1 The board understands who the organisation’s stakeholders are, their needs,

and their expectations.

8.2 The board oversees a framework for the meaningful engagement of

stakeholders.

8.3 Stakeholders are considered in relevant board decision making.

8.4 There is a process for gathering and responding to complaints and feedback

from stakeholders.

8.5 The board oversees a framework for how the organisation works with and

protects vulnerable people.

**Principle 9: Conduct and Compliance**

9.1 The board articulates its expectations of conduct and the consequences for

misconduct for the people involved with the organisation.

9.2 The board oversees compliance with relevant laws, regulations, and internal

policies.

9.3 Conflicts of interest are identified, disclosed, and managed.

9.4 There is a process for investigating misconduct, and relevant instances are

brought to the attention of the board.

**Principle 10: Culture**

10.1 The board defines and models a desired culture that aligns with the purpose

and strategy.

10.2 The board oversees a strategy to develop and maintain the desired culture.

10.3 The board oversees mechanisms to monitor and evaluate organisational

culture.

10.4 The organisation’s values are clear, periodically reviewed, and communicated

to stakeholders.

10.5 The board oversees a framework for the reward and recognition of workers.