**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.