

# Good Governance Checklist

	<b><i>The Board:</i></b>	<b>Yes</b>
1	has set a clear strategic direction / vision for the organisation	
2	has set high-level, strategic, key performance indicators to measure achievement of the strategic plan/vision	
3	approves annual business plans which are consistent with the strategic plan	
4	dedicates sufficient board discussion time to topics of strategic relevance to the organisation	
5	is clear about the policies which it approves and reviews compared with policies which operate at management level	
6	has a Risk Management Policy and is clear about what, how, and when, risks are reported to the Board	
7	has centralised all important, current, board documents and policies to allow for easy reference	
8	concerns itself with major stakeholder communication (includes "listening")	
9	has a policy for managing and assessing the performance of the CEO which is based on the strategic and annual, business plan, key performance indicators	
10	is clear about the matters it reserves to itself for decision and the matters it has delegated to the CEO	
11	has attended to the issue of CEO and senior executive succession planning	
12	monitors and supervises operations by reference to the high-level, key performance indicators of the strategic and annual, business plans	
13	receives financial reports which are adequate for it to discharge its duties	
14	reviews, annually, the performance of the CEO by reference to pre-agreed, annual, and longer-term, goals and key performance indicators	
15	takes stakeholder interests into account in its decision-making	
16	addresses all of its responsibilities under law and the regulatory system	
17	has an appropriate balance of skills	
18	has standing committees with clear terms of reference	
19	periodically reviews the need for, and operations of, its committees	
20	has a collegiate approach to decision-making	
21	behaves according to the values of the organisation reflected in its code of conduct	
22	has an effective, induction program for new board members	
23	has an ongoing, information and development program for board members	
24	develops performance plans to address any deficiencies uncovered as a result of board, chairman or individual board member performance evaluations	
25	has an annual calendar pre-planning known activities	
26	orders its agenda to deal with more important matters first	
27	has agreed the format and style of board papers	
28	requires separate papers in an agreed format where a recommendation is being made to the board	
29	has meetings of appropriate duration	
30	ensures that minutes of meetings adequately reflect board discussions and decisions	