

Checklist for Management Committees

*How well does your committee fulfil its role and responsibilities?
Use the links provided to access further information and resources regarding each area.*

Does your Management Committee...

	Yes:	No:	Needs work:
• understand the <u>responsibilities</u> of its role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand and comply with the organisation's governing document (e.g. <u>constitution</u>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the organisation's <u>legal structure</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand its <u>liabilities</u> as a Management Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• provide sound <u>financial oversight</u> and ensure that resources are properly managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure that all potential <u>risk</u> is assessed and dealt with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure it is able to <u>account</u> for everything the organisation does?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure the organisation pursues its <u>purpose</u> (as defined in the governing document)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• safeguard the name and <u>values</u> of the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• take <u>decisions</u> as a collective group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the role and responsibilities of <u>honorary officers</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the role and delegated authority of any <u>sub-committees</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clearly differentiate between the <u>role of Management Committee and staff</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hold <u>meetings</u> as necessary to properly fulfil their role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• seek expert and professional <u>advice</u> when needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• support, manage and appraise the <u>chief officer</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Source: www.diycommitteeguide.org

Does your Management Committee...

	Yes:	No:	Needs work:
• monitor its own <u>performance and development</u> needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• provide effective <u>strategic and operational planning</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• <u>monitor and evaluate</u> performance against its plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure good practice as an <u>employer</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>