

# CHECKLIST FOR MANAGEMENT COMMITTEES

The Management Committee should:

Please tick:

	Yes:	No:	Needs work:
• understand the responsibilities of its role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand and comply with the organisation's governing document (e.g. constitution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the organisation's legal structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure the organisation pursues its purpose (as defined in the governing document)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• manage conflicts of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the role and responsibilities of honorary officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• plan for succession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• provide sound financial oversight and ensure resources are well managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure that all potential risks are assessed and managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• be able to account for everything the organisation does	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• safeguard the name and values of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• take decisions as a collective group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• seek expert and professional advice when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hold meetings as necessary to properly fulfil their role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure the committee has the right skills and experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure it has an appropriate balance of backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure new committee members are effectively inducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure sub-committees and working groups are effective and their delegated authority is clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• differentiate between the role of the Committee and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• not interfere in the operation role of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure staff are effectively supported and managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• support the training & development of staff and volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• comply with health & safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure children and adults at risk are safe from harm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• regularly review its own performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>