## CHECKLIST FOR MANAGEMENT COMMITTEES

The Management Committee should:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Needs Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

- understand the responsibilities of its role
- understand and comply with the organisation’s governing document (e.g. constitution)
- understand the organisation’s legal structure
- ensure the organisation pursues its purpose (as defined in the governing document)
- manage conflicts of Interest
- understand the role and responsibilities of honorary officers
- plan for succession
- provide sound financial oversight and ensure resources are well managed
- ensure that all potential risks are assessed and managed
- be able to account for everything the organisation does
- safeguard the name and values of the organisation
- take decisions as a collective group
- seek expert and professional advice when needed
- hold meetings as necessary to properly fulfil their role
- ensure the committee has the right skills and experience
- ensure it has an appropriate balance of backgrounds
- ensure new committee members are effectively inducted
- ensure sub-committees and working groups are effective and their delegated authority is clear
- differentiate between the role of the Committee and staff
- not interfere in the operation role of staff
- ensure staff are effectively supported and managed
- support the training & development of staff and volunteers
- comply with health & safety requirements
- ensure children and adults at risk are safe from harm
- regularly review its own performance

Source: [www.diycommitteeguide.org](http://www.diycommitteeguide.org)