

# ACCOUNTABILITY CHECKLIST FOR MANAGEMENT COMMITTEES

## How accountable is your Management Committee?

Use our checklist to review the Committee's effectiveness of your systems and procedures in ensuring that your Management Committee can account for the organisation and its activities.

ORGANISATIONAL ACCOUNTABILITY	TICK IF MET	FURTHER RECOMMENDED ACTIONS
<b>Legal:</b>		
<p>The Management Committee ensures that the organisation has adequate systems and structures to comply with relevant legislation (e.g. health &amp; safety; fair employment; child protection, fundraising etc).</p> <ul style="list-style-type: none"><li>• How is the organisation kept abreast of changes in the law?</li> <li>• What processes are in place to ensure internal policy and procedures are kept up-to-date and in line with legislation?</li> <li>• Are staff/volunteers/committee members trained in applying these policies?</li></ul>	<input type="checkbox"/>	



<b>Public Money and Donations:</b>		
<p>The Management Committee ensures that public money and donations are properly applied and managed. If a charity, money/assets are applied towards your charitable purposes.</p> <ul style="list-style-type: none"> <li>• What systems are in place for monitoring financial income and expenditure?</li>   <li>• Is money applied for its agreed use and is there evidence of this?</li> </ul>	<input type="checkbox"/>	
<b>Planning, Reporting and Recording:</b>		
<p>The Management Committee plans effectively for the organisation and its resources.</p> <ul style="list-style-type: none"> <li>• Does your organisation produce annual operational plans?</li>   <li>• Do you regularly record progress against achieving the targets in these plans?</li> </ul>	<input type="checkbox"/>	

<p>Particularly for larger organisations:</p> <ul style="list-style-type: none"> <li>Do you carry out longer term (or strategic) planning for your organisation (e.g. covering a 3-5 year period)?</li> </ul>		
<p>The Management Committee ensures that reporting structures are in place so that all relevant information, advice and resources can be accessed to carry out their role effectively.</p> <ul style="list-style-type: none"> <li>What reports (e.g. projects, financial) are required, from whom and at what frequency?</li> </ul>	<input type="checkbox"/>	
<p>The Management committee ensures that there are adequate records to demonstrate accountability.</p> <ul style="list-style-type: none"> <li>Are the following items available upon request: <ul style="list-style-type: none"> <li>annual report;</li> <li>annual accounts;</li> <li>list of Management Committee members;</li> <li>membership list;</li> <li>strategic/operational plans;</li> <li>copies of internal policies and procedures.</li> </ul> </li> </ul>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Financial Management:</b>		
<p>The Management Committee ensures that its financial management systems and fundraising activities are appropriate for the organisation and comply with the law. (See also 'public money and donations' above).</p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>What financial systems are in place to produce an effective audit trail?</li> </ul>		

<ul style="list-style-type: none"><li>• What financial systems are in place to ensure a segregation of duties?</li></ul>		
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### **Want to know more?**

Quality standards for organisations provide a clear reference point for benchmarking your practices, ensuring that effective systems and procedures are in place. Many have been developed specifically for organisations in the voluntary and community sector and are designed to be user-friendly.

### **Setting Standards, Improving Performance**

#### **Code of Good Governance**

The Developing Governance Group have established a Code of Good Governance for organisations in the sector in Northern Ireland. The group have developed resources such as the Healthcheck ([www.diycommitteeguide.org/resource/governance-health-check](http://www.diycommitteeguide.org/resource/governance-health-check)) to enable groups to ensure they are adhering to the Code.

#### **PQASSO**

A straightforward quality assurance system designed for small voluntary and community organisations, which helps you to run your organisation effectively and efficiently - [www.ces-vol.org.uk](http://www.ces-vol.org.uk).

#### **Investing in Volunteers**

The UK quality standard for involving volunteers - [www.investinginvolunteers.org.uk](http://www.investinginvolunteers.org.uk).