CHECKLIST FOR MANAGEMENT COMMITTEES

The Management Committee should:

- understand the responsibilities of their role
- understand and comply with the organisation’s governing document (e.g. constitution)
- understand the organisation’s legal structure
- manage conflicts of Interest
- provide sound financial oversight and ensure that resources are properly managed
- ensure that all potential risk is assessed and dealt with
- be able to account for everything the organisation does
- ensure the organisation pursues its purpose (as defined in the governing document)
- safeguard the name and values of the organisation
- take decisions as a collective group
- understand the role and responsibilities of honorary officers
- understand the role and delegated authority of any sub-committees
- differentiate between the role of Management Committee and staff
- hold meetings as necessary to properly fulfil their role
- seek expert and professional advice when needed

Please tick:

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