

### **3-4 GOVERNANCE STRUCTURE AND PROCESS**

| Question   | Yes | No | Comments |
|--|-----|----|----------|
| 1 Do members of the governing body understand its role and their individual responsibilities?  |     |    |          |
| 2 Does the governing body have a strategy for recruiting new members?  |     |    |          |
| 3 Are processes used to induct and support new members of the governing body ?   |     |    |          |
| 4 Is there evidence of formal recruitment and induction processes for members of the governing body?   |     |    |          |
| 5 Do members of the governing body understand: <ul style="list-style-type: none"> <li>▪ the powers of the organisation?</li> <li>▪ their duty to act at all times on behalf of the organisation's beneficiaries?</li> <li>▪ the roles and responsibility of officers, sub-committees, and other consultative or decision-making bodies?</li> </ul> |     |    |          |
| 6 Do members of the governing body receive timely and sufficient information to make informed decisions?   |     |    |          |
| 7 Does the governing board have clearly defined and workable rules and procedures for carrying on its business?  |     |    |          |
| 8 Are there in existence such things as role statements/job descriptions for the governing body and its members?   |     |    |          |
| 9 Does the governing body have regular opportunities to review its performance, and collective skills and expertise?   |     |    |          |
| 10 Does the governing body: <ul style="list-style-type: none"> <li>▪ receive regular financial reports?</li> <li>▪ approve the budget?</li> <li>▪ ensure that fundraising is carried out and is effective?</li> <li>▪ ensure that proper internal controls are in place and scrutinised?</li> </ul>  |     |    |          |

| Question   | Yes | No | Comments |
|--|-----|----|----------|
| 11 Does the governing body agree contractual terms and conditions of employment?   |     |    |          |
| 12 How does the governing body ensure that the organisation is complying with all legal requirements in relation to employment rights, and health and safety?                  |     |    |          |
| 13 Do members of the governing body understand the distinction between governance and management, and how that is defined within the organisation?                             |     |    |          |
| 14 Does the governing body ensure that the views of users and stakeholders are involved in discussions (and if appropriate) decisions about the organisation's work and plans? |     |    |          |