

Governance Evaluation Checklist

S/N	Description	Response
Board Governance		
1	If the governing instruments permits staff to become Board members, they should comprise not more than one-third of the Board.	Complied
2	Staff does not chair the Board.	Complied
3	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	Complied
4	The Board has an audit committee (or designated Board members) with documented terms of reference	Not Complied ¹
5	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	Complied
Conflict of Interest		
6	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	Complied
7	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	Complied
Strategic Planning		
8	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public	Complied
9	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	Complied
Human Resource Management		
10	The Board approves documented human resource policies for staff.	Complied
11	There are systems for regular supervision, appraisal and professional development of staff.	Complied

¹ The responsibilities of the audit committee are carried out by the Board

Financial Management and Controls		
12	The Board ensures internal control systems for financial matters are in place with documented procedures.	Complied
13	The Board ensures reviews on the charity's controls, processes, key programmes and events.	Complied
14	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	Complied
15	The charity discloses its reserves policy in the annual report.	Complied
16	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	Complied
Fundraising Practices		
17	Donations collected are properly recorded and promptly deposited by the charity.	Complied
Disclosure and Transparency		
18	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	Complied
19	No Board member is involved in setting his or her own remuneration.	Complied
20	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	Complied
21	No staff is involved in setting his or her own remuneration.	Complied
22	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,00, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	Complied
Public Image		
23	The charity accurately portrays its image to its members, donors and the public	Complied