

# CHECKLIST FOR MANAGEMENT COMMITTEES

The Management Committee should:

Please tick:

	Yes:	No:	Needs work:
• understand the responsibilities of their role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand and comply with the organisation's governing document (e.g. constitution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the organisation's legal structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• manage conflicts of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• provide sound financial oversight and ensure that resources are properly managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure that all potential risk is assessed and dealt with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• be able to account for everything the organisation does	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure the organisation pursues its purpose (as defined in the governing document)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• safeguard the name and values of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• take decisions as a collective group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the role and responsibilities of honorary officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• understand the role and delegated authority of any sub-committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• differentiate between the role of Management Committee and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hold meetings as necessary to properly fulfil their role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• seek expert and professional advice when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>