## Board Document Checklist

The following assessment is designed to assist boards in maintaining an up-to-date and relevant suite of documents. For each of the following statements about the board, indicate your response with an **X** using the performance descriptions.

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| ***Our Board has a(n):*** | 0. No document or policy/procedure exists | 1. Policy/procedure exists but not documented | 2. Basic document exists | 3. Detailed document exists, but needs review | 4. Current, compliant, and detailed document |
| **GENERAL DOCUMENTS** | **0** | **1** | **2** | **3** | **4** |
| Constitution that is up-to-date, and is easy to read and understand |  |  |  |  |  |
| Code of Conduct outlining the legal and ethical standards for directors |  |  |  |  |  |
| Conflict of Interest policy |  |  |  |  |  |
| Induction Pack for new directors |  |  |  |  |  |
| Template Letter of Appointment for directors |  |  |  |  |  |
| Board Charter |  |  |  |  |  |
| Written position description for the chair which clearly defines expectations and time commitments |  |  |  |  |  |
| Charter for each of the board sub-committees |  |  |  |  |  |
| **STRATEGIC, OPERATIONAL & FINANCIAL DOCUMENTS** |  |
| Deed of Access, Indemnity and Insurance (to be in place with each director) |  |  |  |  |  |
| Strategic Plan |  |  |  |  |  |
| Operational Plan |  |  |  |  |  |
| Governance and Organisational Enhancement (GOE) Plan |  |  |  |  |  |
| Budget |  |  |  |  |  |
| **MANAGEMENT** |  |
| Written delegations of authority to the CEO |  |  |  |  |  |
| CEO Employment Agreement (containing position description and performance review procedure) |  |  |  |  |  |
| Written protocol on who speaks for the company and when |  |  |  |  |  |
| **POLICIES (BOARD MANUAL)** |  |
| Board Manual containing all policies |  |  |  |  |  |
| National Integrity Framework Policy |  |  |  |  |  |
| Member Protection Policy |  |  |  |  |  |
| Child Safeguarding Policy |  |  |  |  |  |
| Competition Manipulation and Sport Wagering Policy |  |  |  |  |  |
| Improper Use of Drugs and Medicine Policy |  |  |  |  |  |
| Complaints, Disputes and Discipline Policy |  |  |  |  |  |
| Delegations Policy |  |  |  |  |  |
| Crisis Management Policy |  |  |  |  |  |
| Investment Policy |  |  |  |  |  |
| Documented Risk Management Framework |  |  |  |  |  |
| Documented Remuneration Policies |  |  |  |  |  |
| **BOARD PAPERS** |  |
| Annual calendar outlining the frequency, location and timing of board meetings |  |  |  |  |  |
| Template Agenda for each meeting containing items for regular inclusion |  |  |  |  |  |
| Standard format Board Papers |  |  |  |  |  |
| Standard format Minutes |  |  |  |  |  |

Identify any areas on which you believe the Board needs to specifically focus and/or develop policies accordingly:

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