



Governance checklist for charities

What are policies?

Policies are your charity’s guiding kaupapa and tikanga (values and principles), and allow your charity to operate by defining how you make decisions and how it is run.

It’s a good idea to review your rules and policies regularly to make sure your team and volunteers can easily access them.

Use the checklist below to help review your organisation’s governance procedures, and ensure they are still up to date.

Note: These are key policy examples. It is not a complete list of all the policies a charity might choose to create.

| Have you reviewed your: | Are these still: | Things to consider in your policies: <i>Follow the links for more information on each section</i> |
|---|--|--|
| <input type="checkbox"/> Rules document | <input type="checkbox"/> Fit for purpose <input type="checkbox"/> Assisting your charity to achieve its charitable purpose <input type="checkbox"/> Assisting your charity to meet your legal requirements | Your charitable purpose and activities |
| <input type="checkbox"/> Internal processes for your organisation | <input type="checkbox"/> Fit for purpose <input type="checkbox"/> Assisting your charity to achieve its charitable purpose <input type="checkbox"/> Assisting your charity to meet your legal requirements | Managing risks Financial management Financial Planning |

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|--|--|--|
| | | Conflicts of interest Scheduling and holding meetings Cultural responsiveness Creating policies |
| <input type="checkbox"/> Health and safety policies | <input type="checkbox"/> Fit for purpose <input type="checkbox"/> Assisting your charity to achieve its charitable purpose <input type="checkbox"/> Assisting your charity to meet your legal requirements | Preventing workplace injuries Your emergency procedures e.g. fire, earthquakes |
| <input type="checkbox"/> Policies for staff and volunteers | <input type="checkbox"/> Fit for purpose <input type="checkbox"/> Assisting your charity to achieve its charitable purpose <input type="checkbox"/> Assisting your charity to meet your legal requirements | Recruiting and managing employees/volunteers Onboarding new officers Your day-to-day operation |
| <input type="checkbox"/> Record keeping | <input type="checkbox"/> Fit for purpose <input type="checkbox"/> Assisting your charity to achieve its charitable purpose <input type="checkbox"/> Assisting your charity to meet your legal requirements | Organising, storing, and ensuring information is accessible |