



## Governance checklist

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**The Charities Act changed in 2023 to include a governance requirement. Charities are now required to review their governance every 3 years.**

This is a self-directed review and will be different for every charity. When reviewing your current governance activities and procedures, think about whether what you have is “fit for purpose”, if it “assists your charity to achieve its charitable purpose” and “assists your charity to meet your legal requirements”.

**Start with your rules document, your essential policies and procedures. Think about the biggest areas of risk for your charity and plan to mitigate them with good governance.**

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

**Note:** These are just some suggestions to think about and discuss. It is not a complete list, and each charity will need different policies and procedures. We suggest you take this checklist and adapt it to suit the needs of your charity.

Have you reviewed your:	Are these still:	Links for more information:
<p><b>Rules document</b></p> <p>Is your charitable purpose still current and does it reflect the work you do?</p> <p>Are your rules and officers up to date?</p> <p>Do you need to vary your rules? You may wish to add clauses so you can have digital meetings or add in a conflict-of-interest clause or change the number of officers.</p>	<p><input type="checkbox"/> Fit for purpose</p> <p><input type="checkbox"/> Assisting your charity to achieve its charitable purpose</p> <p><input type="checkbox"/> Assisting your charity to meet your legal requirements</p>	<p><a href="#">Need more information about charitable purpose and your rules?</a></p> <p><a href="#">Update your details</a> if things have changed</p>

<p><b>Internal processes for your organisation</b></p> <p>When did you last review your policies or processes?</p>	<p><input type="checkbox"/> Fit for purpose</p> <p><input type="checkbox"/> Assisting your charity to achieve its charitable purpose</p> <p><input type="checkbox"/> Assisting your charity to meet your legal requirements</p>	<p><a href="#">Managing risks</a></p> <p><a href="#">Financial management</a></p> <p><a href="#">Financial Planning</a></p> <p><a href="#">Conflicts of interest</a></p> <p><a href="#">Scheduling and holding meetings</a></p> <p><a href="#">Cultural responsiveness</a></p> <p><a href="#">Creating policies</a></p> <p><a href="#">Policy template</a></p> <p><a href="#">Checklist of procedures and policies</a></p>
<p><b>Health and safety</b></p> <p>How are you keeping people safe?</p> <p>Do you have a health and safety plan?</p>	<p><input type="checkbox"/> Fit for purpose</p> <p><input type="checkbox"/> Assisting your charity to achieve its charitable purpose</p> <p><input type="checkbox"/> Assisting your charity to meet your legal requirements</p>	<p><a href="#">Rights and responsibilities under the Health and Safety at Work Act</a></p> <p><a href="#">Your emergency procedures e.g. fire, earthquakes</a></p> <p><a href="#">Health and Safety toolbox (with templates)</a></p>
<p><b>Managing staff and volunteers</b></p> <p>Are you keeping your staff and volunteers safe?</p> <p>Do you have an induction plan?</p> <p>How do you recruit and manage people?</p>	<p><input type="checkbox"/> Fit for purpose</p> <p><input type="checkbox"/> Assisting your charity to achieve its charitable purpose</p> <p><input type="checkbox"/> Assisting your charity to meet your legal requirements</p>	<p><a href="#">Recruiting and managing employees</a></p> <p><a href="#">Recruiting and managing volunteers</a></p> <p><a href="#">Onboarding new officers</a></p> <p><a href="#">Best practice guidelines for volunteers</a></p>
<p><b>Record keeping</b></p> <p>Do you keep good records?</p> <p>Are you aware of privacy laws?</p> <p>Do you store information securely?</p>	<p><input type="checkbox"/> Fit for purpose</p> <p><input type="checkbox"/> Assisting your charity to achieve its charitable purpose</p> <p><input type="checkbox"/> Assisting your charity to meet your legal requirements</p>	<p><a href="#">Organising, storing, and ensuring information is accessible</a></p> <p><a href="#">Privacy Act 2020 principles</a></p>

