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:
Rules document Is your charitable purpose still current and does it reflect the work you do? Are your rules and officers up to date? 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.	☐ Fit for purpose ☐ Assisting your charity to achieve its charitable purpose ☐ Assisting your charity to meet your legal requirements	Need more information about charitable purpose and your rules? **https://bit.ly/48FzKCM** Update your details if things have changed **https://bit.ly/updatecharity**

Internal processes for your organisation	☐ Fit for purpose	Managing risks https://bit.ly/3Tq0AYu
When did you last review your policies or processes?	☐ Assisting your charity to achieve its charitable purpose	Financial management https://bit.ly/48FVRsq
	☐ Assisting your charity to meet your legal requirements	Financial Planning https://bit.ly/49W6Jmd
		Conflicts of interest https://bit.ly/4cf3esZ
		Scheduling and holding meetings https://bit.ly/3ZKp9Cf
		Cultural responsiveness https://bit.ly/3TFeZBz
		Creating policies https://bit.ly/3ZK0b6e
		Checklist of procedures and policies https://bit.ly/48VHL5b
Health and safety	☐ Fit for purpose	Rights and responsibilities under the Health and Safety at Work Act https://bit.ly/3x0KTj6
How are you keeping people safe?	☐ Assisting your charity to achieve its charitable purpose	Your emergency procedures e.g. fire, earthquakes https://bit.ly/48GMngE
Do you have a health and safety plan?	☐ Assisting your charity to meet your legal requirements	Health and Safety toolbox (with templates) https://bit.ly/3x1CsnL
Managing staff and volunteers	☐ Fit for purpose	Recruiting and managing employees https://bit.ly/43m0hCG
Are you keeping your staff and volunteers safe?	☐ Assisting your charity to achieve its charitable purpose	Recruiting and managing volunteers https://bit.ly/3Tp9XHR
Do you have an induction plan?	☐ Assisting your charity to meet your legal requirements	Onboarding new officers https://bit.ly/43lQzQS
How do you recruit and manage people?		

		Best practice guidelines for volunteers **https://bit.ly/3Tp9XHR**
Record keeping Do you keep good records? Are you aware of privacy laws? Do you store information securely?	☐ Fit for purpose ☐ Assisting your charity to achieve its charitable purpose ☐ Assisting your charity to meet your legal requirements	Organising, storing, and ensuring information is accessible **https://bit.ly/3PKvLMm** Privacy Act 2020 principles **https://bit.ly/3Tq1LqS**