



GOVERNANCE DOCUMENTATION REVIEW PROCEDURES

PURPOSE

To guide a structured review of the organisation’s governance documents including: Constitution, Policies, Minutes and board papers, Strategic plan, Duty statement of CEO (or equivalent), Annual report and accounts.

DOCUMENTATION REVIEW

ELEMENT	COMMENT
CONSTITUTION	
Legal entity	
When last reviewed	
Corporate structure	
Board recruitment/ appointment processes	
Board tenure	
Chair appointment process	
Gaps, issues	
POLICIES	
Comparison with master-list, gaps	
Currency of policies, when last reviewed, scheduling of reviews	
Quality of policy drafting	
Board awareness of policies	
Monitoring of implementation	
Priorities for action	
MINUTES	
Quality, clarity	
Timeliness	
Follow up, monitoring of agreed actions	

ELEMENT	COMMENT
RECENT BOARD PAPERS	
Nature	
Completeness	
Clarity	
Timeliness of distribution	
STRATEGIC PLAN	
Currency	
Quality	
Evidence base, research, stakeholder involvement	
KPIs	
Board use of Plan	
ANNUAL REPORT AND ACCOUNTS	
Balance sheet position, ratios	
Last two years' result	
Income diversity	
AR as a communication/ advocacy document	
DUTY STATEMENT OF CEO (OR EQUIVALENT)	
Currency, last reviewed	
Quality, completeness	
INTRANET, COMMUNICATIONS	
Systems for board communication	

REFERENCES

- > Fishel, D, The Book of the Board, Federation Press, Sydney, NSW (2003; 3rd edn. 2014)

ABOUT POSITIVE SOLUTIONS

Positive Solutions offers a range of services to non-profit boards throughout Australia. Board development workshops and detailed board reviews can be tailored to the needs of each organisation. To find out more about how Positive Solutions can help you, contact: info@positive-solutions.com.au or call 07 3891 3872.

THE BOOK OF THE BOARD

The Book of the Board is Australia's standard reference book for board and committee members of non-profit organisations. Authored by Positive Solutions Director, David Fishel, and currently in its third edition, The Book of the Board provides clear guidance on the role of the non-profit board, formal and legal responsibilities, and the ways in which the board can maximise its effectiveness for the organisation.

- > RRP \$59.95
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