

7 things to do NOW

to go from OK to

EXCELLENT GOVERNANCE



- 1 **FIND OUT WHEN** your governance arrangements were last reviewed.
More than 3 years? You are very overdue for an audit / refresh.
- 2 **FIT FOR PURPOSE?**
Do your governance structures, processes and procedures work well?
Assess and renew any that are inefficient or creating problems.
- 3 **UNDERSTAND** everyone's responsibilities.
Check all board members, staff and volunteers understand their responsibilities.
Provide each with a job description and how all roles interact.
- 4 **DO A SKILLS AUDIT**
Ensure that you can rely on contributions from the right people with
the right skills and experience.
- 5 **ASSESS YOUR CURRENT RISKS**
What is likely to bite you when you aren't expecting it?
Check you have all policies and guidance documented.
- 6 **REMEMBER TOMORROW**
Make sure your board are not always looking in the rear view mirror but
also considering what tomorrow might look like.
- 7 **'PHONE A FRIEND'**
If you need support in assessing any of the above or you are just not
sure where to begin, then ask for help from outside the organisation.
Independent and unbiased input can work wonders!

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