# Attachment 8 - Committee Health Check

This checklist is designed to be a useful and practical tool on aspects of good governance. It will assist Incorporated Associations to:

Ensure that all committee members can participate effectively  
Review your processes and enhance your committee performance

ELAA encourages Incorporated Associations to go through the checklist below with all members in a meeting (if possible), or individually, ensuring that members feel comfortable to be honest and share their views. Where there is disagreement with the statement, the members should discuss what is required to address this, taking into consideration the information in the ECMM.

|  | **Statement to be considered** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** | **If disagree, what is required?** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | The size/composition of the Incorporated Association continues to comply with the constitution |  |  |  |  |  |
| **2** | Committee members bring a diverse mix  of skill sets necessary for the effective operation of the service |  |  |  |  |  |
| **3** | Committee members are encouraged  to utilise their skills |  |  |  |  |  |
| **4** | All members have a copy of, or easy access to, the organisation’s constitution, budget, minutes and policies |  |  |  |  |  |
| **5** | Members have a clear understanding of their role in the Incorporated Association and the process for conducting the meetings |  |  |  |  |  |
| **6** | The meeting processes (chairing, who monitors questions, minute taking) have been provided to all members |  |  |  |  |  |
| **7** | Committee members have a clear understanding of their responsibilities  as a committee |  |  |  |  |  |
| **8** | The members are aware of, and has mechanisms in place to comply with, relevant legislation, including the National Quality Framework |  |  |  |  |  |
| **9** | All members have been provided with and understand the requirements of service agreements with funding bodies, e.g. DET, Local Government |  |  |  |  |  |
| **10** | The members are continuing to participate in the development and ongoing evaluation of the organisations Quality Improvement Plan (QIP) |  |  |  |  |  |
| **11** | All members are across the strategic direction of the service/s |  |  |  |  |  |
| **12** | All committee members are regular attendees and prepare for committee meetings |  |  |  |  |  |
| **13** | All views are treated equally |  |  |  |  |  |
| **14** | Committee members work well as a team  with personal differences put aside for the  sake of the organisation |  |  |  |  |  |
| **15** | The Incorporated Association is well led and not dominated by one person or group of people |  |  |  |  |  |
| **16** | An accurate and informative financial report is available to all members prior to the meeting |  |  |  |  |  |
| **17** | A budget has been developed and is monitored at each monthly meeting. |  |  |  |  |  |
| **18** | Committee members understand  their obligations in relation to good  financial management |  |  |  |  |  |
| **19** | Meetings commence on time and  are conducted efficiently |  |  |  |  |  |
| **20** | Members share the workload, are reliable and complete assigned tasks on time |  |  |  |  |  |
| **21** | The committee has commenced planning  for next year |  |  |  |  |  |
| **22** | Subcommittees have clear guidelines (Terms of Reference) and understand expectations of them |  |  |  |  |  |
| **23** | The committee communicates well with  the members of the organisation |  |  |  |  |  |
| **24** | Confidentiality is managed in the sharing of documents provided |  |  |  |  |  |
| **25** | Where you are conducting meetings remotely, all members have the resources required to participate in the meeting. |  |  |  |  |  |