COMMITTEE HEALTH CHECK

This checklist is designed to be a useful and practical tool on aspects of good governance. It will assist the Committee of Management (CoM) to:

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

Go through the checklist below with all Committee 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. It is recommended that the health check is completed annually.

| **Statement to be Considered** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** | **If disagree,****what is required?** |
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| **1** | The size/composition of the Incorporated Association continues to comply with the constitution |  |  |  |  |  |
| **2** | The position of Secretary is filled as per the requirements of the Incorporation Act |  |  |  |  |  |
| **3** | Committee members bring a diverse mix of skill sets necessary for the effective operation of the service |  |  |  |  |  |
| **4** | Committee members are encouraged to utilise their skills |  |  |  |  |  |
| **5** | All members have a copy of, or easy access to, the organisation’s constitution, budget, minutes and policies |  |  |  |  |  |
| **6** | Members have a clear understanding of their role in the Incorporated Association and the process for conducting the meetings |  |  |  |  |  |
| **7** | The meeting processes (chairing, who monitors questions, minute taking) have been provided to all members  |  |  |  |  |  |
| **8** | Committee members have a clear understanding of their responsibilities as a committee |  |  |  |  |  |
| **9** | The committee members are aware of, and have mechanisms in place to comply with, relevant legislation, including the National Quality Framework |  |  |  |  |  |
| **10** | All committee members have been provided with and understand the requirements of service agreements with funding bodies, e.g. DE, Local Government |  |  |  |  |  |
| **11** | The committee members are continuing to participate in the development and ongoing evaluation of the organisations Quality Improvement Plan (QIP) |  |  |  |  |  |
| **12** | All committee members are across the strategic direction of the service/s |  |  |  |  |  |
| **13** | All committee members are regular attendees and prepare for committee meetings |  |  |  |  |  |
| **14** | All views are treated equally |  |  |  |  |  |
| **15** | Committee members work well as a team with personal differences put aside for the sake of the organisation |  |  |  |  |  |
| **16** | The Incorporated Association is well led and not dominated by one person or group of people |  |  |  |  |  |
| **17** | An accurate and informative financial report is available to all members prior to the meeting |  |  |  |  |  |
| **18** | A budget has been developed and is monitored at each monthly meeting |  |  |  |  |  |
| **19** | Committee members understand their obligations in relation to good financial management |  |  |  |  |  |
| **20** | Meetings commence on time and are conducted efficiently |  |  |  |  |  |
| **21** | Committee members share the workload, are reliable and complete assigned tasks on time |  |  |  |  |  |
| **22** | The committee has commenced longer term strategic planning / workforce planning |  |  |  |  |  |
| **23** | Subcommittees have clear guidelines (Terms of Reference) and understand expectations of them |  |  |  |  |  |
| **24** | The committee communicates well with the members of the organisation |  |  |  |  |  |
| **25** | Confidentiality and privacy is managed well through document sharing |  |  |  |  |  |
| **26** | All committee members have the resources required to participate in the meeting where they conduct meetings remotely  |  |  |  |  |  |

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| **Next Steps** |
| **Evaluate Options:** After gathering information, assess the available options and choose the one that best fits the service. |
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| **Proceed with Action:** Implement the chosen solution or alternative approach based on the information and support gathered. |
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