

Annexure: 2 Governance check list

Criteria	Description	Yes/No (Please select from drop- down list
Legal status	The organization has legal personality; registered with a government agency	
Governance	The purpose (Vision/Mission) of the organization is clear.	
	The Board/Executive committee meets at least quarterly (4 times) a year	
	Board members serve as volunteers (not given remuneration/compensation).	
	There is a documented process for Board selection and election.	
	A clearly defined and documented organisation structure is available	
Board/Executive committee	Role of each Board member is clearly defined and documented	
	Each Board member is aware of his/her obligations and legislative requirements	
	Regular assessment of risk and opportunities are carried out by the Board	
Systems	Has a written organizational structure	
	Has a Strategic plan for 3 years	
	Strategic plan is reviewed at least once a year by the Board/Executive committee	
	Has a written annual plan and budget	
	Budgets are reviewed against actuals at least quarterly	
	Functional policies/processes are clearly defined and documented	
Programmes	Programs are consistent with the organization's Vision and Mission	
Finance & Audit	Has a proper accounting system	
	Books of Account are up to date	
	Has a Bank account in the name of the society and is operated under the purview of two signatories	
	Conducts annual audit done by an independent firm of Charter Accountants	
Organisational Resources	Organisation has full time staff	
	The organization has clear terms of reference (TOR) or contracts with its staff or volunteer/s about their roles/responsibilities	
	If the organization has regular staff, it provides the staff mandatory benefits (EPF,ETF, statutory leave)	