## Committee Document Checklist

**Assessment Scale** – For each of the following statements about the board, please indicate with an X your response:

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| --- | --- |
| **GENERAL DOCUMENTS** | **How the Committee performs:**0. No document or policy/procedure exists1. Policy/procedure exists but not documented2. Basic document exists3. Detailed document exists, but needs review4. Current, compliant and detailed document |
| ***Our Committee has a(n):*** | **0** | **1** | **2** | **3** | **4** |
| Constitution that is up-to-date, unambiguous and easy to read and understand |  |  |  |  |  |
| Code of Conduct outlining the legal and ethical standards on directors |  |  |  |  |  |
| Conflict of Interest Policy |  |  |  |  |  |
| Induction Pack for new directors |  |  |  |  |  |
| Template Letter of Appointment for Directors |  |  |  |  |  |
| Committee/board Charter |  |  |  |  |  |
| Written position description for the President which clearly defines expectations and time commitments |  |  |  |  |  |
| Position Description for all committee members |  |  |  |  |  |
| **STRATEGIC, OPERATIONAL & FINANCIAL DOCUMENTS** |  |
| Deed of Access, Indemnity and Insurance (to be in place with each director) |  |  |  |  |  |
| Strategic Plan |  |  |  |  |  |
| Operations Plan |  |  |  |  |  |
| Budget |  |  |  |  |  |
| **MANAGEMENT** |  |
| Written delegations of authority to the ‘paid staff’ |  |  |  |  |  |
| Staff Employment Agreement (containing position description and performance review procedure) |  |  |  |  |  |
| Written protocol on who speaks for the company and when |  |  |  |  |  |
| **POLICIES (Committee MANUAL)** |  |
| Committee Manual containing all policies |  |  |  |  |  |
| Grievance Policy |  |  |  |  |  |
| Member Protection Policy |  |  |  |  |  |
| Whistleblower Policy |  |  |  |  |  |
| Conflict of Interest Policy |  |  |  |  |  |
| Delegations Policy |  |  |  |  |  |
| Anti-Doping Policy |  |  |  |  |  |
| Sport Science and Sport Medicine Policy |  |  |  |  |  |
| Crisis Management Policy |  |  |  |  |  |
| Anti-Bribery and Corruption Policy |  |  |  |  |  |
| Investment Policy |  |  |  |  |  |
| Documented Risk Management Framework |  |  |  |  |  |
| Documented Remuneration Policies |  |  |  |  |  |
| **COMMITTEE PAPERS** |  |  |  |  |  |
| Annual calendar outlining the frequency, location and timing of board meetings |  |  |  |  |  |
| Template Agenda for each meeting containing items for regular inclusion |  |  |  |  |  |
| Standard format Committee Papers |  |  |  |  |  |
| Standard format Minutes |  |  |  |  |  |

**Comments**

1. Please identify any areas on which you believe the Committee needs to specifically focus:

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***Thank you for taking the time to complete this evaluation.***