



THIRD SECTOR TEAM

Top 10 Tips for Good Governance

- 1** Review your safeguarding policies to ensure they are up to date and relevant.
- 2** Review your procedures for identifying and reporting notifiable events.
- 3** Establish what your constitutional rules are on rotation of Trustees and length of term so everyone is aware of what they are.
- 4** Review your conflict of interest policy. Is it appropriate and deals with procedures on recording of interests and how to deal with conflicts?
- 5** Establish your constitutional rules in relation to meetings and agree or establish best internal practice.
- 6** Establish proper financial controls and procedures and ensure the necessary knowledge is held by at least one Trustee.
- 7** Ensure you have a relevant up to date induction pack.
- 8** Keep an up to date skills register.
- 9** Have a copy of your constitution to hand at meetings.
- 10** Consider diversity.