



## NOT-FOR PROFIT ORGANISATION HEALTHCHECK

Name of organisation ..... Date.....

Completed by ..... Position .....

Number of staff..... Number of contractors .....Number of volunteers.....

Contact phone number .....

<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Is the role of the governance group clear to all of its members (Committee, Trustees, Board). Is it documented?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the governing group have clear rules guiding its role and responsibilities (as a group and individually). These could include probity, conflict of interest, meeting procedures, terms of reference for governance committees. Are these documented?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Is there a succession plan in place for the governing group?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Is there a clear organisational structure with roles and responsibilities documented?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Is there a process for decision making and then communicating decisions?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Is it consistently followed?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Is there a clear set of reporting guidelines between the senior manager and the governing group?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Are decisions communicated effectively between the parties?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Do the reporting guidelines cover: <ul style="list-style-type: none"> <li>• Finances (variations to the annual plan)</li> <li>• Operational matters (progress against the Strategic Plan / annual Plan)</li> <li>• HR developments</li> <li>• Future planning</li> <li>• Risks to the organisation being unable to achieve its goals</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation's governance group have an up to date and relevant Strategic Plan?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does management follow it in the Annual Plan and in its operational activities?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have a documented and implemented recruitment process
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have documented and implemented application s and interview / referee check procedures
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have up to date and legal employment agreements
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have documented house rules (employee handbook) and are these fully up to date
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Are all employees advised of the organisation's personal grievance procedure and disciplinary processes (performance / serious misconduct / less serious misconduct)
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have up to date and legal independent contractor agreements?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have up to date and legal volunteer agreements?
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have a quality assurance programme which is documented and working in practice
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have an occupational health and safety programme – documented and working in practice
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have children , young persons and vulnerable persons policies and procedures
<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No	Does the organisation have a performance evaluation system?

For a free follow up phone consultation email to [anthonyd@advicewise.co.nz](mailto:anthonyd@advicewise.co.nz) or fax to 09 444 9313  
or post to P.O. Box 109 257 Newmarket Auckland 1144