

Risk Governance Checklist

This checklist incorporates the key elements of risk governance for grassroots organisations. If you answer no to any of the below questions, you should work towards changing it to a yes.

	Yes	No
Does everyone on the committee have a copy of the constitution?		
Does everyone on the committee understand their legal rights and responsibilities? (Visit your relevant state/territory regulator website)		
Do committee position holders (president, treasurer, secretary etc.) have a list of specific duties (minimum) or position description (preferred)?		
Does the committee meet the minimum requirements as outlined in the constitution?		
Is the committee composed of a diverse range of people, skills and experiences?		
Does the committee hold meetings in line with the constitution?		
Do you have a code of conduct policy?		
Is there a conflict of interest policy?		
Is there a conflict of interest register?		
Under some state incorporation, you're required to have a public officer (as at August 2021 this included NSW; SA; NT; TAS and ACT). If this applies to you, do you know who your Public officer is?		
Are relevant reports and financial statements lodged annually with the relevant state/territory/ACNC regulator?		
Do you have an up-to-date members register?		
Do you have a risk management plan?		
Do you have a current COVID-safe plan?		

State and Territory Regulators

NSW - [Fair Trading NSW](#)

VIC - [Consumer Affairs Victoria](#)

ACT - [Access Canberra](#)

QLD - [Office of Fair Trading](#)

SA - [Consumer and Business Services](#)

TAS - [Office of Consumer Affairs and Trading](#)

WA - [Department of Commerce](#)

NT - [Consumer and Business Affairs](#)