

How Do You Rate As Board Member Of An Incorporated Association ?

Can You Pass This Test?

This is a form of 'test' Do not just read it - print it out, then tick the appropriate box at the end of each question. At the end, add the number of times you ticked in the *left* column. How do you rate?

Excellent	70 or above
Very good	60 - 70
Fair to Good	50 - 70
Should you be on the Board?	Less than 50

Answers to all the questions are contained in the articles on this site about incorporated associations.

What are you doing about the matters to which you answered 'No' ?

1. Do you know the <i>exact</i> name of your association?	Yes	No
2. Can you name the 5 documents which are necessary (in almost every case) to have a complete set of the legal provisions governing the running of your association?	Yes	No
3. Do you have a copy of each of them, or do you know where you can easily obtain a copy of each of them?	Yes	No
4. Do you know the key features (the 'prescribed qualifications') of an incorporated association?	Yes	No
5. Do you know the main way(s) in which an incorporated association differs from a company?	Yes	No
6. Do you have in your possession a copy of the statement of "objects and purposes" of your association?	Yes	No
7. Have you read the statement of "objects and purposes" of your association within the last 8 weeks?	Yes	No
8. Why is your organisation an incorporated association rather than a company?	Yes	No
9. Do you know, and can you state if asked, to whom you, as a Board member, owe legal fiduciary duties?	Yes	No
10. Have you made a list, and can you recite it, of all the <i>internal</i> stakeholders of your association ('internal' means those who have some position or status in the organisation) ?	Yes	No
11. Have you made a list, and can you recite, it, of all the <i>external</i> stakeholders of your association ('external' means those who do not have some position or status within the organisation)?	Yes	No
12. Do you know when the Annual General Meeting of your association	Yes	No

must be held?		
13 Do you know what information must be presented to members at the AGM ?	Yes	No
14 In your association, was the last AGM which was due held within the proper time?	Yes	No
15 Was the information required to be given to members at the AGM given to them beforehand so that they could consider it and ask questions?	Yes	No
16 Do you, or the Board, have <i>regular</i> communication with members between formal General Meetings?	Yes	No
17 Do you ask members of your association how they think the Board is performing?	Yes	No
18 Do you ask members if they consider the association is achieving its purposes?	Yes	No
19 Do you ask clients and customers of, or suppliers to, your association how they experience dealing with your association?	Yes	No
20 Do you discuss administration, problems, business, laws, finance etc. with directors or Board members of other organisations?	Yes	No
21 Do you keep up-to-date by deliberately asking lawyers, accountants, colleagues for any changes or developments in the law or otherwise you should know about?	Yes	No
22 Do your Board meetings start on time?	Yes	No
23 Are there always meeting papers (agenda, minutes of last meeting, report of executives, financial statements etc) provided to you before the meeting?	Yes	No
24 Does the Chairperson control the meeting well and keep discussion to the topic?	Yes	No
25 Do you come away from meetings feeling that they have been productive?	Yes	No
26 Has a decision ever been made without a quorum? (Note carefully the column you must tick)	No	Yes
27 Have you ever made a decision without proper notice or without adequate time or information for proper consideration?	No	Yes
28 Does the Board have a sub-committee, delegate or strategy to address audit functions?	Yes	No
29 Does the Board have a sub-committee, delegate or strategy to address recruitment (and remuneration, if any) of Board candidates?	Yes	No
30 Does the Board have a sub-committee, delegate or strategy to check compliance with statutory obligations?	Yes	No
31 Are these strategies being implemented?	Yes	No
32 Have you checked?	Yes	No
33 Has the Board conducted a review of its own performance and effectiveness within the past 6 months?	Yes	No
34 Do Board members, together or separately, have regular training in their roles and duties?	Yes	No

35 Do you know what records and registers the association is required to keep?	Yes	No
36 Does the Board have written statement, known to all the Board, of what other records it requires to be kept?	Yes	No
37 Are you certain, from the answers you are given, that the records are all kept and up-to-date?	Yes	No
38 If not, do you require action and ensure it is carried out?	Yes	No
39 Have you enquired to find out?	Yes	No
40 Do you know who is the Public Officer of your association?	Yes	No
41 Do you know the time within which a new Public Officer must be appointed if the present one ceases to act for any reason?	Yes	No
42 Do you know whose responsibility it is to keep and control the books, records, other documents and common seal of the association?	Yes	No
43 Are there fixed procedures, known to all the Board and officers, for handling assets and property of the association?	Yes	No
44 Are these procedures good enough?	Yes	No
45 Are they followed?	Yes	No
46 Have you enquired to find out?	Yes	No
47 Is the use of assets or property of the association, including particularly use by officers of the association, detailed in reports to the Board?	Yes	No
48 Are you satisfied that they are full and complete reports?	Yes	No
49 Does the Board have a fixed policy (written in minutes or a document you can find) setting out the procedure to select employees, so they are chosen on a 'merit' basis and not a 'friend' basis?	Yes	No
50 Is this policy known to all the Board and officers?	Yes	No
51 Is it followed?	Yes	No
52 Have you checked to find out?	Yes	No
53 Are all payments and benefits of every kind to employees detailed to the Board?	Yes	No
54 Have you checked to find out?	Yes	No
55 Have you identified 'critical success factors' for your association (These may be financial indicators or some other indicators) ?	Yes	No
56 Do you have a system for measuring them?	Yes	No
57 Do you check performance against these measures?	Yes	No
58 Does the association have a written plan or strategy to achieve its objects and purposes?	Yes	No

59 Does this include measures or performance targets to check progress towards achieving the plan?	Yes	No
60 Has the Board reviewed that plan or strategy within the past 6 months?	Yes	No
61 Has performance achieved the target?	Yes	No
62 Does the association have a written risk management strategy?	Yes	No
63 Has it been reviewed by the Board within the past 6 months?	Yes	No
64 Is it being implemented?	Yes	No
65 Have you checked yourself to find out?	Yes	No
66 Does the President or Vice-President have the power, just because of that position, to use the money or property of the association or bind the association to a purchase or a contract?	Yes	No
67 Do you know what (or whose) authority is required to use the money or property of the association or bind the association to a purchase or a contract?	Yes	No
68 Have you ever thought: "Figures are for accountants; I leave them to the accountants"? (Note carefully the column you must tick)	No	Yes
69 Do you receive a financial report for every committee meeting?	Yes	No
70 Is it up-to-date?	Yes	No
71 Do you receive it a sufficient time before the meeting to consider it carefully?	Yes	No
72 Do you?	Yes	No
73 If you have answered 'No' to any of the last 4 questions, have you taken action at Board meetings to correct the omission?	Yes	No
74 Do you understand the figures and the financial report?	Yes	No
75 Is it your responsibility at law to be able to understand the figures and the financial report?	Yes	No
76 Can you explain the financial statements to a member if he/she asks?	Yes	No
77 If not, have you sought advice or training so that you do understand them?	Yes	No
78 Are the accounts of the association prepared on an accruals basis rather than a cash basis?	Yes	No
79 Do the accounts include a cash flow statement?	Yes	No
80 Is it compulsory to have the accounts of your association audited?	Yes	No
81 Are there fixed procedures, known to all the Board and employees, for handling money of the association?	Yes	No

82 Are you satisfied that these procedures are good enough to protect all money of the association?	Yes	No
83 Are you satisfied that these procedures are being followed?	Yes	No
84 Have you enquired to find out?	Yes	No