

[Assessment Templates on Board ...](#)

Many Boards find conducting an assessment of their current and potential Board composition to be a very challenging task. There are many difficult questions which need to be asked, such as:

- Where do we start?
- How do we determine the best potential composition?
- What can be done with the existing Board members?

These assessment templates offer a simple but very effective approach to the handling of these difficult questions. They offer a comprehensive and inclusive way of determining your Board's strengths and weaknesses in an objective manner.

The *Assessment Templates on Board Composition* are a proven way of ensuring that your Board has the necessary skills-base to work effectively in delivering your organisation's goals and objectives.

[Board Appraisal Tool](#)

Board appraisals are an important way to measure and assess the effectiveness of an organisation's Board operations. The *Board Appraisal Tool* is a quick and easy way to get your Directors thinking about the performance of the Board as a whole, and to draw out areas of commentary on identified key issues that many Boards face.

The *Board Appraisal Tool* is designed to be self-administered by a member of the Board (possibly the Chair), and can be implemented without any external support. The ease of use of this tool will allow your organisation to quickly identify any areas of Board operations that need immediate attention.

[Board Confidentiality Policy](#)

The *Board Confidentiality Policy* outlines everything a Board or Committee member needs to know in regards to their role and responsibility for confidentiality to the organisation.

This fully-editable document can be implemented immediately, and demonstrates your Board's commitment to good governance.

Simply input the document with your organisation's details, and have a ready-made Confidentiality Policy for your Board members.

[Board Meeting Agenda Template](#)

The Board Meeting Agenda Template is a practical document to guide your organisation to efficient and effective meetings. The template outlines the legal and regulatory requirements for taking minutes of meetings and provides an example Board meeting agenda for use in your own Board and Committee meetings.

This detailed agenda covers a wide variety of topics that regularly occur in Board meetings, along with advice on how each agenda item should be handled. Provided as an editable WORD document, this template can be adapted and customised for use in your organisation immediately.

[Committee Meeting Minutes Temp...](#)

Keeping your Board or Committee focused and effective during meetings can be a difficult task for a Chairperson. It can be a challenge ensuring that the meeting stays on track and that it adds value to the organisation.

The Enterprise Care *Committee Meeting Minutes* Template is a proven tool in keeping your meetings achievement focused. The Template demands a positive and productive approach to meetings through its innovative Action Program. Get more from your meetings with this simple but effective template.

[Conflict of Interest Policies ...](#)

Ensure your Directors and senior managers are aware of their governance obligations with this comprehensive Conflict of Interest Policies and Procedures publication. Fully-editable, this policy template can be personalised for your organisation and put to use immediately.

The Conflict of Interest Policies and Procedures publication provides the requisite governance knowledge you need to design, implement and monitor your

organisation's very own conflict of interest policy.

Includes:

- Conflict of Interest Policy statement;
- Explanation of what constitutes a conflict of interest;
- Annual declaration form for Director's signature;
- Conflict of interest disclosure statement;
- Gift policy and disclosure form and gift disclosure statement;
- Conflict of interests register; and
- A step-by-step guide on how to implement and monitor your organisation's conflict of interest policy.

Know How and Do Now this Enterprise Care Conflict of Interest Policies and Procedures publication offers practical support for good governance in the Not for Profit sector.

Directors Duties Checklist

Board/Committee members need to have a good understanding of the duties and obligations imposed on them under company law in Australia.

Directors should also be aware of the potential personal liability associated with their positions.

Organisation should ensure their directors understand their duties and obligations, as this directly affects governance performance.

And if any board member(s) failed to properly execute their legal duties and obligations, it reflects poorly on the organisation as a whole.

There are three (3) sources of company law in Australia that govern the duties of directors:

- the common law or judge-made law
- statute law both Australian and State-based and
- the entity's rules or constitution.

While each Director needs to undertake the time-consuming task of interpreting and summarising all the statutes; most do not have the time to do this.

The good news is we have summarised the duties and obligations in one comprehensive document – The Enterprise Care **Director's Duties Checklist**.

This **Checklist** re-enforces the objective of these duties to promote good governance; and ensure that directors act in the interests of the organisation as a whole.

Let's test and see if you, or your Board members, know the answers to the following questions:

- Who appoints and removes the directors?
- Are the criteria for Board appointments clearly stated?
- What duties do directors owe to their company?
- What duties do directors owe to third parties?
- What are the possible areas of conflict of interest?
- What does the constitution say about conflicts of interest?
- What risk management and reporting procedures are in place?
- Is the company adequately insured against relevant risks?

The ***Director's Duties Checklist*** provides answers to the above questions and more.

Directors Induction Manual

Induction of a new Board member is a vital step in the process of achieving your organisation's goals and objectives. It is crucial in ensuring that your new Board member becomes a valued contributor to the organisation, and that they become fully effective as quickly as possible.

A Board member's role is multi-faceted, and needs to be undertaken with a full knowledge of the obligations, the risks and the issues relevant to the organisation.

This publication includes practical and up-to-date information on topics every new Board member should be aware of, as well as a comprehensive checklist for creating your own induction manual.

Topics Covered

What prospective and new Board members should know and understand, including:

- organisational inheritance;
- Associations incorporation legislation;
- Corporations Act 2001;
- legal responsibilities;
- conflict of interest;
- role of the Board and Directors;
- Code of Conduct;
- risk management;
- relations between Board and staff; and
- performance measurement framework.

Plus sample documents on:

- roles and responsibilities;
 - job descriptions;
 - Code of Conduct;
 - Board/staff communications policy; and
 - Board training needs evaluation tool.
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Good Governance Guide

Overview and Purpose

Board Directors are under increasing public scrutiny. This publication is an invaluable resource in assisting a Board member to understand their obligations, role and responsibilities. The Guide covers governance knowledge, potential issues, and recommended responses for a range of topics. Each topic also contains a tool, proforma or checklist to assist in Board best practice.

Topics covered

- Not for Profit ethos
 - Organisational Inheritance
 - Legal obligations
 - Associations incorporation legislation
 - Corporations Act 2001
 - Legal responsibilities
 - Insolvency and fraud
 - Conflict of interest
 - Board structure
 - Board make-up and succession planning
 - Board operations
 - Role of the Board
 - Role of a Director
 - Funding
 - Conduct of meetings
 - Strategic planning
 - Planning framework
 - Strategic risk
 - Strategic risk management
 - Performance monitoring
 - Performance measurement framework
 - Monitoring performance of the Chief Executive Officer
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Governance and Board Papers Te...

The best decisions need to be based on good information.

Directors rely on management for timely and accurate information. Without this, the Board struggles to make effective decisions.

As Board decisions impact the organisation, it needs to involve formalised Board Papers. Not only will this facilitate better discussions, it will lead to better decision-making.

In addition it provides an excellent formal record of the Board's decisions. It is also a great reference to assess the successes of past decisions.

So do you have high quality Board papers that your Directors can confidently rely on to make the right decisions?

If not, then our **newly released Governance and Board Papers Template** will certainly help.

Our Template details the steps so that you can develop your own valuable Board Papers. The template also lists and identifies items for inclusion in a valued Board Paper.

Experience the difference as Board members and Management more confidently engage in the task of decision-making.

As a **bonus** this ePublication includes a Board Paper sample and it is ready-to-use as a customisable template.

Governance Practice and Polici...

Overview and Purpose

The Governance Practice and Policies Manual provides the basis for developing your Board's very own policy guidelines. Delivered in WORD format, the manual is designed to be customised to your organisation. There is no need to make changes immediately; allow the manual to evolve and tailor it as the need arises.

This easy-to-follow manual is proven from use in various organisations. At around 100 pages, it offers an outline of an appropriate governance framework and has sections on: Board role and processes; role of the CEO; operational policies and procedures; and Instrument of Delegation. This is truly a great `Know How, Do Now` Manual and offers an excellent solution to your need for a

Topics covered

Constitution

- Vision, Mission, Goals, Values and documentation.

Role of the Board and Processes

- Role of the Board of Directors;
- Key functions of the Board;
- Meetings;
- Role of the Chair;
- Duties of Directors;
- Committees;
- Conflict of interest; and
- Director induction, development and review.

Role of the CEO

- Role, responsibilities and duties
- Scope of authority

Operational Policies and Procedures

- Management and leadership;
- HR management;
- Volunteers;
- Communication;
- Client records; and
- Finance and accounting.

Instrument of Delegation

- Authorisation;
- Properties / assets / equipment;
- Finance and accounting;
- Stock requisitions / orders;
- Staff and establishment;
- Contracts / agreements / insurance / policies; and
- Public statement / submissions / miscellaneous.

Governance Review Survey

Identifying areas where a Director needs professional development can be tricky. Enterprise Care have designed a survey to assess and review a

Director's understanding of:

- governance in general;
- their legal responsibilities and compliance;
- the vision and strategic plan of the organisation;
- meetings;
- finance and auditing;
- risk management;
- roles and responsibilities;
- performance appraisals; and
- succession planning.

The survey takes one (1) to two (2) hours to complete, and pinpoints areas where a Director could gain from further professional development.