# Trustee Board Governance Checklist

This simple check list if based from The Scouts Policy, Organisation & Rules (POR). It is here to guide and is not exhaustive of POR. For each question, trustees should mark Yes / No. Trustees should review this checklist at least once a year (ideally every meeting) and record any actions.

| Question | Yes | No | Notes |
|---|---|---|---|
| **Compliance** | | | |
| Are we meeting our legal duties as charity trustees? | | | |
| Are we following The Scout's Policy, Organisation & Rules? | | | |
| Is safety and risk a standing agenda item? | | | |
| Are our premises safe? | | | |
| Do our accounts independent examiner meet the criteria and sufficiently independent? | | | |
| Has the constitution been adopted/re-adopted at AGM? | | | |
| **Finances & Resources** | | | |
| Do we have accurate, up-to-date accounts? | | | |
| Are financial reports reviewed at every meeting? | | | |
| Are we confident funds are used responsibly? | | | |
| Is an annual budget approved and monitored? | | | |
| Are spending decisions in the meeting minutes? | | | |
| Is the annual report & accounts approved at the AGM? | | | |
| Are internal controls and insurance in place? | | | |
| **Risk** | | | |
| Do we have a risk register? | | | |
| Have we identified key risks (safeguarding, safety, financial)? | | | |
| Are we actively monitoring and managing them? | | | |
| Are property and safety inspections carried out? | | | |
| Are incidents reviewed and lessons learned? | | | |
| **Trusteeship** | | | |
| Are trustees recruited through an open process? | | | |
| Do all trustees understand their roles and responsibilities? | | | |
| Have all Trustees completed the declaration, meet eligibility checks and finished their training? | | | |
| Do we have the right mix of skills and diversity on the board? | | | |
| Are there any conflicts of interest (e.g. close relatives, operational scouters on the Board)? | | | |
| Is the board size within recommended limits (5–12)? | | | |
| Are trustee term limits respected? | | | |
| **Meetings** | | | |
| Are meetings well-run, inclusive, and effective? | | | |
| Are minutes recorded, with actions followed up? | | | |
| Is an AGM held annually (within 6 months of year)? | | | |