

FAMDA Governance Self-Assessment Checklist

This checklist helps the FAMDA Committee review its governance practices annually. It provides a practical tool to ensure the Association remains compliant, effective, and accountable.

1. Constitution & Compliance

- The Constitution is current and lodged with Consumer Affairs Victoria (CAV).
- Annual Statement has been submitted to CAV.
- Committee members understand their legal obligations.

2. Committee Functioning

- Roles and responsibilities of office bearers are clear.
- Meetings are held regularly with agendas and minutes recorded.
- Decision-making processes are transparent and recorded in minutes.

3. Governance Documents

- Committee Transition & Handover Guide is up to date.
- Volunteer Management Framework is implemented.
- Audience Development, Youth Engagement, and Sponsorship strategies are current.

4. Policies

- Key policies (Child Safety, Safety, Code of Conduct, Complaints, Script Management) are in place and followed.
- Policies are reviewed every three years or as required.
- Volunteers and members are aware of relevant policies.

5. Financial Management

- Annual budget is prepared and approved by the Committee.
- Financial reports are tabled at each meeting.
- Grant and sponsorship records are maintained and acquitted correctly.

6. Risk & Safety

- A Safety Policy is in place and communicated to members and visiting companies.
- Incident reporting procedures are clear and followed.
- Committee reviews risk management annually.

7. Community & Legacy

- FAMDA engages actively with audiences, volunteers, and youth.
- Archiving and legacy practices are maintained.
- FAMDA promotes its role as a community cultural organisation.

This checklist should be completed annually by the Committee and discussed at a meeting. It is intended as a tool for reflection and improvement, not just compliance.

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