

Checklist for good governance

Good governance is central to ensuring that our CANs are effective in representing our communities and at engaging, mobilising and organising members to influence public policy about cancer.

The following checklist is a quick reference guide to ten principles of good governance to help your network understand and discuss its performance.

Principle	Concept	Considerations
Roles and responsibilities	Individual responsibilities and the role of the network should be clear and understood by all members.	<ul style="list-style-type: none"> • Are network members clear about their roles, responsibilities and the expectations of the network? • Do network members receive an induction to the network, their role and responsibilities including conflict of interest? • Are the protocols for communication and decision making clear and understood?
Composition	A network needs to consist of like-minded community members with a good mix of skills, knowledge and experiences.	<ul style="list-style-type: none"> • Will the available skills and experience support the operation and function of the network now and into the future? • Are you doing anything about mentoring people into new roles and succession planning? • Are there any potential skills gaps or learning needs?
Purpose and strategy	The network plays an important role in setting purpose and strategies and adapting these as circumstances change.	<ul style="list-style-type: none"> • Does your network review the Term of Reference regularly?
Risk management	Risks are a part of any networks activity. A key function of the network is making sure that risk management systems are in place and being used.	<ul style="list-style-type: none"> • Is there transparency in decision making and communication and are these procedures regularly reviewed and discussed? • Are you keeping your CPC/ADNO in the loop? • Are members taking advantage of training opportunities?
Performance	Networks should have a view of “what success looks like” for them.	<ul style="list-style-type: none"> • Is there a network and/or campaign plan in place to measure success? • Does the network have established objectives and/or a Term of Reference? • Are these realistic and measurable?

<p>Effectiveness</p>	<p>The way in which a network is structured and operates can have a direct impact on its ability to achieve its objectives.</p>	<ul style="list-style-type: none"> • Do your network meetings run on time and cover all agenda items? • Are discussions constructive and respectful? • Does your network set time aside to think about and plan for the future? • Is succession planning being considered? • Does your network make use of sub-committees for larger pieces of work?
<p>Integrity and accountability</p>	<p>The network is responsible for its actions and outcomes.</p>	<ul style="list-style-type: none"> • In order to make good decisions, the quality of the information that is received is crucial. • Is the network acting on reliable and evidence based information? • Are consensual decision making procedures followed?
<p>Building</p>	<p>The network will benefit from seeking out members with the capacity and capabilities needed to deliver on its purpose.</p>	<ul style="list-style-type: none"> • Does the network foster a relational culture? • Does the network regularly review resource planning and capacity? • Does the network provide development opportunities for its members?
<p>Culture and ethics</p>	<p>A network and its members have a leading role to play in promoting a healthy culture.</p>	<ul style="list-style-type: none"> • Is there a formal policy on declaring and handling conflicts of interest? • Does your network have a formal code of conduct and agreed set of values and behaviours?
<p>Engagement</p>	<p>Relationships are very important. Collaboration between a network's members, and with CCNSW staff, and the community is vital to get the job done.</p>	<ul style="list-style-type: none"> • Has your network identified its key stakeholders and current relationships? • Is there a plan for regular two-way communication? • Are there policies and practices in place that actively encourage all network members to participate at meetings? • Are communications transparent and effective?

Source: This checklist is adapted from Victorian Government Not for Profit Compliance Support Centre website <http://www.nfpcompliance.vic.gov.au/managing-your-organisation/governance/checklist-good-governance>