

CHECKLIST FOR NEW DIRECTORS OF CHARITIES

Done

Term of directorship or trusteeship	_____
Applicable legislation	_____
Review governing documents of charity	_____
Number of directors or trustees	_____
Review methods of resignation	_____
How is the directorship or trusteeship terminated?	_____
Can a director or trustee be paid for other services rendered to the charity?	_____
What does the charity do?	_____
What are the responsibilities of the director or trustee?	_____
How are decisions made?	_____
Is there directors' insurance?	_____
What does directors' insurance cover?	_____
What is the standard of care that a director or trustee must meet?	_____
How active is a director or trustee supposed to be in the operation of the charity?	_____
What is the history of the charity?	_____
How old is the charity?	_____
What are its charitable purposes?	_____
How does it fulfil those purposes?	_____
Have those purposes changed over the years?	_____
Is the charity an organization, private foundation or public foundation?	_____
What is the director's or trustee's relationship to the charity?	_____
What is the director's or trustee's relationship to the other directors?	_____
When was the charity registered?	_____

CHECKLIST FOR NEW DIRECTORS OF CHARITIES (continued)

Done

Has it ever had its registration status revoked?	_____
If yes, find out why	_____
When was the charity re-registered?	_____
Review the financial history of the charity	_____
Are there any transactions between the directors or trustees or members and the charity?	_____
Investigate anything that looks unusual or suspicious	_____
Correct discrepancies	_____
Is the charity meeting its disbursement quota on an ongoing basis?	_____
Are there anomalies?	_____
Has the charity established effective operations that meet its charitable purposes?	_____
Get a court order before receiving any personal benefit from the charity	_____
Are the charity's assets and funds properly administered and safeguarded?	_____
Are the books and records kept and maintained in accordance with the law?	_____
Are corporate or other filings up to date?	_____
In situations of a charitable trust, it is prudent to have the accounts passed on a regular basis	_____
Is a system sufficiently established so that the directors can control and supervise the employees' work?	_____
What are the directors' or trustees' powers to invest?	_____
Are there restrictions on the types of property?	_____
Are there restrictions on the thresholds of investments?	_____
What are the directors' or trustees' liabilities?	_____
What else should be considered?	_____