

# Accountability and Transparency Board Self-Assessment Edmonton Community Leagues

As a self-assessment, these questions help clarify for you where your organization’s accountability and transparency practices are on the right track and where you need to focus some attention. Celebrate your “yes” answers and use “no” answers to point you toward areas where you need further work.

## Purposes, Objects, and Activities

		Yes	No	I don't know	Sort of
1.	Does your board have an annual review of the purposes (often called objects) set out in your organization’s constitutional documents (letters patent, articles of incorporation, trust deed) to determine if your current programming or activities further them?				
2.	Does your organization have a current strategic plan?				
3.	Does your organization have a process to assess or evaluate your activities and/or programs?				
4.	Does your board gather input from your members and the community about your programs and services in order to gather their input?				

## Governance

5.	Does your organization have a code of ethical conduct?				
6.	Are most of your board members at arm’s-length from each other? <i>Note: Individuals at arm’s-length are not related by blood relationship, marriage, common-law partnership, adoption or close business or corporate ties.</i>				
7.	Are your board members at arm’s-length from senior management employees?				

		Yes	No	I don't know	Sort of
8.	Does your organization have a conflict of interest policy that relates to the board?				
9.	a. Has your board adopted a governance model?				
	b. If yes, is this governance model stated and described to new board members, staff, and key stakeholders?				
	c. If yes to 9a, does the board regularly review the adopted governance model for effectiveness and best practices?				
10.	Has a description of the roles and responsibilities of your board been given to each board member?				
11.	Is there a clearly defined line of authority between your board and the executive staff?				
12.	Does your board review your bylaws and compliance with your bylaws on an annual basis?				
13.	Do you have written policies?				
14.	Does your board have an orientation process for new board members?				

## Finances

15.	Does your board develop or approve the annual budget based on assumptions for the next year's activities before the beginning of your fiscal year?				
16.	Does your organization have financial policies, practices, and controls in place to avoid irregularities?				
17.	Does your organization have a policy to ensure only reimbursement of reasonable and necessary expenses for board members (for example, travel and meals)?				

## Compliance to Legal Requirements

18.	Is your board familiar with the key points in the Tripartite Licence Agreement between the City of Edmonton and individual community leagues?				
19.	a. Does your organization have a list of the provincial legal requirements of a non-profit or registered charity?				
	b. If yes, is there an established procedure to comply with the requirements?				

		Yes	No	I don't know	Sort of
20.	Does your organization have established procedure to comply with the provincial and/or federal reporting requirement?				
21.	Is your board aware of their legal liability?				
22.	Does your organization follow the privacy laws as they relate to the sharing of personal information?				

## Fundraising

23.	Does your organization have established procedure to follow the requirements for fundraising as stated in the Charitable Fundraising Act (Alberta)?				
24.	Does your organization have policy and procedures to comply with the AGLC's requirements for having a gaming event, i.e. casino, bingo, pull tickets?				
25.	Do your fundraising materials accurately describe your programs and activities?				
26.	Do all funds raised support the programs they were given for?				
27.	Does your organization report to the funders or donors how their donations are spent?				
28.	Is the financial information relating to fundraising available to the public?				

## Human Resources Management

29.	Does your organization have personnel (staff and volunteer) policies and procedures?				
30.	a. Does your organization have a process for determining and reviewing senior staff's compensation for reasonableness, that is, fair market value?				
	b. Has this process been reflected in board minutes?				

## Transparency

		Yes	No	I don't know	Sort of
31.	Does your organization have a process of communicating with your members about events, emerging issues and program activities?				
32.	Does your organization have policies and procedures to handle complaints?				
33.	Does your organization share information with the public about your board members and key staff?				
34.	Does your organization have a policy for sharing your membership list that is in compliance with the privacy legislation?				
35.	Does your organization have a policy and procedure for handling enquiries about your operations including finances?				
36.	Does your organization share information with the public about its purpose, programs and/or services, and their impact?				
37.	Does your organization share information with the public about its audit and finances?				
38.	Does your organization have policy on using social media for communication?				