

# Check-up: Are your processes accountable?



Apply all of these statements to the processes in your organisation or group and tick your level of agreement or disagreement with each. This will help you analyse whether your processes are properly accountable.

Statements	Strongly agree	Agree	Not sure	Disagree	Strongly disagree	Priority (low/med/high)
Do you use fair election or selection processes to decide representation?						
Do you hold an annual general meeting for members?						
Do your members get adequate notice of all meetings?						
Do you publish a written and publicly accessible annual report?						
Do you provide regular financial reports to funding organisations?						
Do you report as required by your incorporation agency?						
Do you have open and inclusive meetings or consultations with members and/or the community?						
Do you use regular communication and innovative media tools (forums, radio interviews, media releases and posters) to communicate with members, interested parties and governments?						
Are disputes resolved in a fair and open way?						
Are conflicts of interest declared openly and properly managed?						

There might be other statements regarding accountability that you can add to this list.