

COMPLIANCE CHECK FOR MI STANDARDS

Name of the Organisation:

Contact Person's Name:

Email:

Phone Number:

Date:

I confirm that I am authorised to provide organisational documents and declarations on behalf of the Board / Committee / Governing Body.

Please provide the following evidence:

You may submit the suggested documents for each question or provide other relevant evidence when applicable. (**Attention: For security reasons, when submitting not publicly available documents (risk assessment, record-keeping, MOU, etc.), please black out all the sensitive information (countries, names) or provide a sample of the paper that does not include this information.*)

1. Standard A1.

Minutes extract of the last review of your Mission Statement OR Mission statement that includes the date of the previous review (not older than five years).

2. Standard A2.

Statement of faith approved by the governing body OR Minutes extract or written affirmation approved by the governing body that the constituent's theological basis is not in conflict with the AEA Statement of Faith.

3. Standard A3.

Constitution or another written governing instrument.

4. Standard A4.

Please explain the process governing body uses to oversee organisational compliance with its own governing documents and all applicable laws and regulations:

5. Standard A5.

(a) Evidence should include but not be limited to:

- Board Policy;
- Board Charter;
- Compliance' Review Date (Minutes' extract);
- Declaration of the current Board members form.

(b) Evidence should include but not be limited to:

- Record keeping system extract;
- Risk Register for overseas projects;
- Whistleblower Policy (if applicable, compulsory only for public companies, large proprietary companies, and corporate trustees of APRA-regulated superannuation);
- Protection of Vulnerable Individuals Policy;
- MOU with third parties overseas.

6. Standard A6.

- Copy of your Annual Information Statement to the ACNC.

7. Standard A7

(a) for Charities only.

- Written evidence of governing body's review of TCC status within last twelve months (could be an extract from Minutes).

(b) for NFP only.

- Written evidence of governing body's review of tax exempt status within last twelve months (could be an extract from Minutes).

8. Standard A8. Applicable to Members only. Provide all of the following:

- Risk Management Plan;
- Risk Policy;
- Extract from Minutes showing the latest review of the Risk Management Register and Plan.

9. Standard A9.

- Conflict of interest Risk Register;
- Conflict of interest Policy for governing body, staff and volunteers.

10. Standard A10. List of dates of governing body meetings for the last twelve months:



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16. Standard B4. Please provide all of the following:

- Risk Assessment Tool for overseas projects and transfers;
- Fraud Prevention (you may submit Risk Management Policy that has Fraud Prevention Cause); Complaints handling Policy.

17. Standard C1, C2, C3, C4, C5.

(a) Personnel Policy (or policies) and Procedures, addressing all of the following:

- Personnel Recruitment;
- Duty of Care for all its personnel, in the fulfilment of the personnel's responsibilities;
- Personnel Development;
- Consideration to the guidance of the Holy Spirit, the counsel of the sending church, the motivation and giftedness of the worker, the availability of adequate supervision and care, and where applicable, the counsel of the receiving body in assigning personnel.

- (b) Personnel Declaration Form addressing personnel awareness of policies and management systems relevant to their responsibilities, including job description, lines of authority, and financial and prayer support responsibilities OR
- Induction Register.

18. Standard C6.

- Pastoral and Member Care Policies or equivalent (you may skip this question if addressed in your Personnel Policy uploaded above).

19. Standard C7.

- Sexual Harassment & Bullying Policy and Procedure for Training Personnel or equivalent (you may skip this question if addressed in your Personnel Policy uploaded above)

20. Standard C8.

- Safe Workplace Policy and Procedure for training personnel and procedure for training personnel or equivalent (you may skip this question if addressed in your Personnel Policy uploaded above)

21. Standard D1.

- I declare that our organisation avoids making any presentation which may misrepresent or adversely reflect upon another constituent.

22. Standard D2.

- I declare that that it seeks to resolve any conflict between itself and other constituents and organisations in ways that accord with Biblical principles.

23. Standard D3, D4. Evidence for compliance was provided in A5 and B4. OR you may choose to upload Dispute Resolution Policy and Procedures.

23. Standard E1.

- Current Financial information Statement.

25. Standard E2.

We declare that our communications and marketing designed to raise funds and generate revenue avoid creating a false impression and be truthful as to fact, description and time frame.

26. Standard E3.

Declaration by Treasurer that all funds committed to costs associated with fund raising and administration must be reasonable and clearly reflected in financial reports made available to its members and supporters.

27. Standard F1.

Child and vulnerable person protection policy and procedures, if was not submitted in A5.

28. Standard F2, F3.

Record keeping constituent uses to assess and work with partners (e.g. Record keeping system extract; Risk Register for overseas projects), if not submitted in A5