

DIRECTORS' 'THINK LIST'

1. Have I been fully and properly appointed as a director in accordance with the Articles of Association? Do I have a current service contract (executive directors) or letter of appointment (non-executive directors) which comprehensively covers all appropriate terms of my engagement?
2. When was the last time I read the Memorandum and Articles of association? Am I confident that I am aware of all of the detail relevant to directors?
3. Are we clear on the scope of our individual delegated authorities as executive directors?
4. Are there conflicts of interest that should be authorised. Do we need to update any of the disclosure details held by the Company?
5. When was the last time I carried out an audit of the contractual documents for which I have responsibility?
6. When was the last time I carried out an audit of the internal control systems for which I have responsibility?
7. What contribution am I required to make to effective risk management?
8. Do I need to review the Company's insurance arrangements including the Directors and Officers Liability Insurance?
9. Am I always as prepared as I can be for board meetings? What can I do to make board meetings more effective? Are the minutes of our meetings accurate and complete?
10. Do I need to review my own development needs? Are my fellow directors up to the job? Do we have a succession plan?
11. What else can we do to improve the effectiveness of our board?
12. When was the last time we reviewed our statement of reserved matters and any other corporate governance documents?