OGC

The Modern Corporate Governance Maturity Checklist

This checklist can be used as a general reference tool to help organizations reflect on the clarity, structure, and operational alignment of their governance framework.

01

Governance Structure & Accountability

☐ Do board and committee charters accurately reflect current roles, responsibilities, and operating reality?

☐ Are delegation of authority (DoA) and approval pathways well-defined, widely understood, and applied consistently?

☐ Is the process for escalating and addressing governance questions clear and functional?

☐ Are corporate records, minutes, and consents organized, accessible, and maintained with continuity?

02

Board Composition & Oversight

☐ Does the board reflect a balanced mix of perspectives, experience, and independence aligned with strategic priorities?

☐ Are succession plans in place for key board and committee leadership roles?

☐ Is information provided to the board concise, decision-ready, and tailored to emerging risks and opportunities?

☐ Has a skills matrix or similar tool been reviewed to assess board capabilities against future needs?

03

Policies, Risk & Culture

☐ Is the organization's policy suite (e.g., code of conduct, whistleblower, privacy, AI governance) refreshed to match current expectations and risks?

☐ Are material risks identified, mapped to accountable owners, and integrated into governance reporting?

☐ Does leadership discuss cultural indicators—such as hotline themes or engagement insights—as part of governance?

☐ Is there a cross-functional forum or rhythm for aligning on risk, compliance themes, and emerging issues?

04

Information Governance & Technology

☐ Are governance and compliance records stored in secure systems with clear controls and access management?

☐ Are routine governance workflows supported by appropriate tools (e.g., eSignatures, automated reminders, document management)?

☐ Does the board receive periodic updates on cybersecurity, data privacy, and technology-related risk?

☐ Are information-governance roles and responsibilities clearly distributed across Legal, Compliance, IT, and Operations?

05

Continuous Improvement & Insight

☐ Does the organization conduct periodic governance assessments or benchmarking against peers or evolving expectations?

☐ Are governance-related indicators (e.g., policy cadence, audit-remediation progress, cycle times) used to assess system maturity?

☐ Are findings from investigations, audits, or risk reviews incorporated back into policies, training, and charters?

☐ Is the governance framework revisited regularly to stay aligned with organizational growth and change?

06

Strategic Alignment & Implementation

☐ Is governance understood as a strategic capability that influences risk, culture, and decision quality — not just compliance?

☐ Are board and leadership priorities aligned on the organization's most material risks and opportunities?

☐ Does the organization have access to corporate secretary expertise (internal or fractional) that ensures continuity and structure?

☐ Is governance viewed as a living framework that evolves with the business and strengthens stakeholder trust?