

2 Minute Health Check System

2 Minute Directors' Responsibilities Health Check

		All OK	Needs attention	Urgent!
1.	Have you done a Strategic Plan of the Business?	Yes	Don't know	No
2.	Is there a Shareholders Agreement in place?	Yes	Don't know	No
3.	Do you keep the minutes of board meetings?	Yes	Don't know	No
4.	Do you prepare yearly forecasts and compare actual figures vs. budgets?	Yes	Don't know	No
5.	Are you and your fellow directors aware of your responsibilities under the new Companies Act 2006?	Yes	Don't know	
6.	Have you conducted a risk review of your business?	Yes		
7.	Have you considered Directors and Officers insurance?	Yes		

Action Points

		Completed
1.		
2.		
3.		
4.		
5.		
6.		
7.		