**Board of Visitors Inception Checklist**

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| **Task** | **Status** |
| Selection of Chair by Minister | Choose an item. |
| First meeting of all BOV members | Choose an item. |
| Appointment of Treasurer | Choose an item. |
| Appointment of Secretary | Choose an item. |
| Handover from past to present Board – all files, records, reports, audit report. | Choose an item. |
| If no audit done, organize to do independent audit for immediate past 5 years of BOV. BOV pays for this work. | Choose an item. |
| Secretary ensures that the Chair has the contact details of all BOV members, mobile and email addresses  | Choose an item. |
| Secretary gets BOV formal letterhead with TIN, letterbox number, and mobile contact for BOV | Choose an item. |
| First meeting of Board, Decide on Monthly Meeting day and time, venue and do annual meeting calendar | Choose an item. |
| Secretary shares link to BOV materials on MHMS website<https://www.health.gov.fj/board-of-visitors-resources/> | Choose an item. |
| Treasurer applies for TIN with FRCS also tax exempt status | Choose an item. |
| Treasurer sets up bank account for BOV | Choose an item. |
| BOV members undergo police clearances | Choose an item. |
| Meeting with Hospital Medical Superintendent | Choose an item. |
| Organise with MS Tour of hospital, health centre, etc | Choose an item. |
| Organise obtaining land lease space of hospital/health centre | Choose an item. |
| Complete Minor Works Tracker | Choose an item. |