



Governance Policy

Policy Number: PN-04

Reviewed by: Greg Ingham

Responsible person: Chairperson

Version 2

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Introduction

Governance in the community sector is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of an organisation.

Directors take ultimate responsibility for the governance of their organisations. However, governance is not a role for the Board of Directors members alone. Governance is also concerned with the way Committees' work with senior executives and staff (where appointed), volunteers, service users, members and other stakeholders to ensure their organisation is effectively and properly run and meets the needs for which the organisation was set up.

Purpose

The Governance Policy is intended to clarify the content of the organisation's constitution by making explicit the underlying principles of governance approved by the organisation.

This policy does not cover legal or ethical issues concerning the role of the Board of Directors (the Board) or its Directors, which are addressed separately elsewhere.

Policy

1. The Board of the organisation is an elective, representative, and collective body.
 - (a) It is elective, in that the determination who becomes a Director of the Board is the prerogative of members through the election process.
 - (b) It is representative in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the organisation. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
 - (c) It is collective, in that while each member should put the point of view of their electoral constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken, all Directors are required to support that decision.

2. The function of the Board of the Co-operative is to collectively ensure the delivery of its objects, to set its strategic direction, and to uphold its values. The Board should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations. The responsibilities of the Board that cannot be delegated to any other person or body include;
- a) Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with its constitution,
 - b) Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them,
 - c) Strategic planning – reviewing and approving strategic direction and initiatives,
 - d) Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements,
 - e) Financial monitoring – reviewing the organisation’s budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation,
 - f) Financial reporting – considering and approving annual financial statements and putting them to members and required reports to government,
 - g) Organisational structure – setting and maintaining a framework of delegation and internal control,
 - h) Leadership selection – selecting, evaluating the performance of, and if necessary dismissing the organisation’s Co-ordinator,
 - i) Succession and remuneration planning – planning for Board of Directors, Operations & Sales management/staff and executive succession, and determining senior management remuneration,
 - j) Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise,
 - k) Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Directors, staff and volunteers, the Operations & Sales Management, members, or service users,
 - l) Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable,
 - m) Directors performance and composition – evaluating and improving the performance of the Board.

Relationship with management

The Board should focus on the strategic direction and the core policies of the organisation, and avoid becoming involved in day-to-day operational decisions. Where individual Directors do need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role.

Related Documents

- Code of Ethics PN-3
- Conflict of Interest Policy PN-10
- Grievance and Dispute Resolution Policy PN-13
- Employment of Operations Policy PN-23
- Transparency and Accountability Policy PN-36

Authorisation

G J Ingham
Board Secretary

21 February 2022
Date of approval by the Board