

Understanding the Codes of Governance

Principle 1.

Leading your organisation. You do this by:

1. Agreeing your vision, purpose and values and making sure that they remain relevant;
2. Developing, resourcing, monitoring and evaluating a plan to make sure that your organisation achieves its stated purpose.
3. Managing, supporting and holding to account staff, volunteers and all who act on behalf of the organisation.

Principle 2.

Exercising control over your organisation. You do this by:

1. Identifying and complying with all relevant legal and regulatory requirements;
2. Making sure that there are appropriate internal financial and management controls;
3. Identifying major risks for your organisation and deciding ways of managing the risks.

Principle 3.

Being transparent and accountable. You do this by:

1. Identifying those who have a legitimate interest in the work of your organisation (stakeholders) and making sure that there is regular and effective communication with them about your organisation;
2. Responding to stakeholders' questions or views about the work of your organisation and how you run it;
3. Encouraging and enabling the engagement of those who benefit from your organisation in the planning and decision-making of the organisation.

Principle 4.

Working effectively. You do this by:

1. Making sure that your governing body, individual board members, committees, staff and volunteers understand their role, legal duties, and delegated responsibility for decision-making.
2. Making sure that as a board you exercise your collective responsibility through board meetings that are efficient and effective.
3. Making sure that there is suitable board recruitment, development and retirement processes in place.

Principle 5.

Behaving with integrity. You do this by:

1. Being honest, fair and independent;
2. Understanding, declaring and managing conflicts of interest and conflicts of loyalties;
3. Protecting and promoting your organisation's reputation.

We confirm that our organisation is committed to the standards outlined in these principles. We commit to reviewing our organisational practice against the recommended actions for each principle every year.

Chairperson of Board [Date]

Secretary of the Board [Date]