

### 3. Governance Issues

What is governance? Within the Voluntary and Community Sector it is perhaps best described as:

**The systems and processes concerned with ensuring the overall direction, effectiveness, supervision and accountability of an organisation.**

In our sector trustees or management committees assume responsibility to their organisations. This includes their relationship with senior officers, staff, volunteers, service users, members and all stakeholders, to ensure the organisation is effective, properly run and meets the needs for which the organisation was set up.

Trustees must ensure that policies are developed and adhered to. These should include:

- Equal opportunities/diversity
- Health and Safety
- Legislation on Charities
- Data Protection

There may be others that are more specific, e.g. Lone Worker Policy.

In addition the trustees or management team should introduce policies on:

- Finance and money handling
- Complaints procedures

The trustees or management committee should ensure that the operation is managed to achieve its aims and objectives and to comply with Charity Commission guidelines.

#### ***Further Information:***

#### **Charity Commission Publications**

CC3 The Essential Trustee: What You Need to Know

CC3a The Essential Trustee: An Introduction

CC5c Trustee Declaration Form

CC11 Payment of Charity Trustees

CC22 Choosing and Preparing a Governing Document

CC30 Finding New Trustees – What Charities Need to Know

CC48 Charities and Meetings

CC49 Charities and Insurance

Consultation Paper: Criminal Records Bureau checks of trustees of charities

**Community Matters Information Sheets (available from Community Matters and Community Matters Bucks)**

- 8. Model Trust Deed and Conveyance for a Community Centre
- 10. Reporting and Accounting by Charities
- 39. Trustee Liability Indemnity Insurance
- 43. Trustee Liability & Trustee Indemnity Insurance – Frequently Asked Questions
- 47. Duties and Responsibilities of Directors and of the Secretary of a Company under Company Law
- 51. Disqualified or Not? – A Guide to the Law on the Disqualification of Trustees
- 60. Secretary's Work and Relations with the Main Committee
- 65. Officers of the Community Association and Their Duties
- 70. Community Association Trustees
- 72. Work of the Chair
- 73. Treasurer's Duties

**RAISE Toolkit on Governance**

Available on the RAISE website at:

<http://www.raise-networks.org.uk/inform/docDisplay.cfm?iDocID=846>

**Village Hall Information Sheets (available from ACRE and Bucks Community Action)**

Village Hall Good Management Toolkit

- 17. Trustees – Roles and Responsibilities
- 35. Trustee Liability and Trustee Indemnity Insurance
- 36. Village Halls run by parish councils as sole trustees

Model Document: A for Freehold Properties

Model Document: B for Leasehold Properties

*There may be a charge for information sheets, which are available to members and non-members from the above organisations*