

HOW DO WE KNOW IF THE GOVERNANCE OF OUR CHARITY IS IN GOOD HEALTH?

If you can answer “yes” to all these questions:

- Do we comply with our governing document¹, relevant laws, tax regulations and requirements of regulatory bodies?
- Do all the trustees understand their duties and responsibilities? Have they checked to ensure that they have the right combination of skills and experience on the board? Are there procedures in place for trustee succession planning?
- Has the Board of trustees delegated effectively and when appropriate to individual trustees, permanent and/or ad hoc committees and staff? Are the nature and limits of the delegated authority recorded clearly and known to all involved?
- Do the trustees decide on our strategy, policies and priorities? Are performance measurement and reporting procedures in place so that they can review them all at fixed intervals?
- Do the trustees agree the annual budgets and monitor progress throughout the year?
- Have the trustees agreed our system of financial controls and systems for guarding against fraud and financial mismanagement? Do they monitor their use to ensure that the charity's funds are used only in furtherance of our charitable purpose?
- Have we identified and assessed the potential impact of risks which the charity could encounter? And have we agreed (and keep under review) ways of minimising the likelihood and impact of those risks?
- Are systems in place which are scrupulously implemented for managing potential conflicts of interest and issues of probity?
- Do we produce an Annual Report which, together with our audited accounts, not only meet relevant reporting standards but demonstrate a high quality of transparency about what we do, how we work and what we have achieved?
- Do we manage the charity so that it is responsive and accountable to all those with a legitimate interest in our work (i.e. our 'stakeholders')?

And:

- Do all the trustees have confidence that our management functions and processes are effective, seen as well managed and fair by recipients, and are achieving the outcomes and impact that we planned?

Yes to all? Your charity is in excellent shape and well governed.

No to some (or unsure if all the trustees would answer the same)? Then a review may help you enhance the way you work and are organised.

This was prepared for an international meeting of the Vodafone Foundations”.

¹ Governing Document is the legal document setting out the charity's purpose and how it is to be administered. The title, content and structure of such documents may vary – it may be called constitution, trust deed, or memorandum and articles