

Making sure your organisation is effectively and properly run

This is about making sure your organisation is effectively and properly run. The people that do this can be known as management committee members, board members, directors, trustees or another term relevant to you. We've mostly used the term **committee member** throughout this award because this is the term familiar to most organisations. If your organisation is a charity then your committee members (or whatever) are also known as charity trustees. But whatever the term, the role and responsibility of the committee members is known as **governance**.

Governance means setting the vision for the organisation and running it in a way that will achieve these aims. There are many different tasks associated with this role and many different ways that it can be fulfilled. Rarely will the committee members undertake this role totally alone without help or support, but it is important they are clear that they are in charge of their organisation and they are ultimately responsible in law (i.e. legally liable) for what it does.

Working on this section will help you make sure your organisation is well governed, effective, fulfils its legal and regulatory duties and operates in line with its governing document.

	Statement	Use this space to record any actions you need to take and/or the locations of your evidence	We do it	We can prove it	Complete (initialled and dated by assessor)
1	You know where your governing document is, make sure all committee members have a copy and refer to it as necessary.	Articles on Website and Appendix 1.1	✓	✓	
2	If you are a registered charity you know your charity number.	SC013716 On Annual Report Appendix 1.2 On OSCR return Appendix 1.3	✓	✓	
3	Your committee members are appointed, resign or retire according to your governing document and you keep appropriate records.	All Committee Members are Directors and listed in The Annual Report. Appendix 1.2 All Directors are elected annually at AGM as per Articles. Appendices 1.2, 1.4 and 1.5 Also see minutes of AGMs and accounts on website.	✓	✓	
4	Your meetings and Annual General Meetings are held as stipulated in the governing document.	Appendices 1.4 and 1.5 Minutes of all Directors' meetings and AGMs on website	✓	✓	

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5	<p>Your committee members understand their roles, responsibilities and powers. Any conflicts of interest are declared and managed.</p> <p>Examples of evidence:</p> <p>Declarations of interest</p> <p>Minutes</p> <p>Register of committee members interests</p>	<p>See Job descriptions and Directors' annual declarations Appendix 2.1b</p>			
6	<p>Your committee members ensure that the organisation meets its legal and constitutional requirements.</p> <p>Examples of evidence:</p> <p>Members and trustee lists</p> <p>OSCR/Companies House annual returns.</p> <p>Committee members declaration forms</p>	<p>Annual returns to OSCR Appendix 1.3 and Companies House Appendix 1.6</p> <p>Film licence eg Appendix 1.7</p> <p>PRS Appendix 1.8</p> <p>Directors' annual declarations</p>	✓	✓	
7	<p>You know where to get help and advice for your organisation.</p> <p>Examples of evidence:</p> <p>Telephone numbers and websites of helpful organisations.</p>	<p>VGES http://www.vges.org.uk/</p> <p>OSCR http://www.oscr.org.uk</p> <p>SCVO http://www.scvo.org.uk/</p> <p>Skye and Lochalsh Community Toolkit http://www.slcv.org.uk/Community-Toolkit/ctoolkit?PageName=toolkit-home.htm</p> <p>Village Halls website www.scvo.org.uk/villagehalls</p>	✓	✓	

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8	Your organisation has clear aims and purposes. <i>Examples of evidence:</i> <i>Mission statement</i> <i>Governing document</i>	Clause 4 of the Articles Appendix 1.1 See mission statement on website	✓	✓	
9	Key documents are kept safely and securely and you know where they are. <i>Examples of evidence:</i> <i>Folder of key documents</i> <i>Notes on where documents kept</i>	Original signed constitution – chairman’s house Deeds – locked hall filing cabinet	✓	✓	

Section complete

Signed

Date