



GOVERNANCE POLICY

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Responsible person	Chair, Policy Sub Committee	Scheduled review date	November 2015

Introduction

Governance is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of the Irish Club.

The Management Committee of the Irish Club WA takes ultimate responsibility for the governance of the Irish Club. However, governance is not a role for Committee members alone. Governance is also concerned with the way the Committee works with staff, volunteers, members and other stakeholders to ensure the Irish Club is effectively and properly run and meets the objects for which it was set up.

Purpose

The Governance Policy is intended to clarify the content of the Irish Club’s constitution by making explicit the underlying principles of governance.

This policy does not cover legal or ethical issues concerning the role of the Management Committee or its members, which are addressed separately elsewhere.

Policy

1. The Management Committee of the Irish Club is an elective, representative, and collective body.
 - a. It is elective, in that the determination of Management Committee members 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 Irish Club. 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 Irish Club.
 - 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, Committee members are required to support that decision.
2. The function of the Management Committee of the Irish Club is to collectively ensure the delivery of its objects, to set its strategic direction, and to uphold its values.
3. The Management Committee should collectively be responsible and accountable for ensuring and monitoring that the Irish Club is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations. The responsibilities of the Management Committee that cannot be delegated to any other person or body include;
 - a. Compliance monitoring – ensuring compliance with the objects, purposes and values of the Irish Club, 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 Irish Club complies with all relevant laws, regulations and regulatory requirements
 - e. Financial monitoring – reviewing the Irish Club’s budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the Irish Club
 - f. Financial reporting – considering and approving annual financial statements
 - 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 Irish Club’s Manager
 - i. Succession and remuneration planning – planning for Committee and staff succession, and determining remuneration for staff

- j. Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the Irish Club; agreeing or ratifying all policies and decisions on matters which might create significant risk to the Irish Club, financial or otherwise
- k. Dispute management – dealing with and managing conflicts that may arise within the Irish Club, including conflicts arising between Management Committee members, staff, Club members, volunteers, or sub groups.
- l. Management Committee performance and composition – evaluating and improving the performance of the Management Committee

4. Relationship with management

The Management Committee should focus on the strategic direction and the core policies of the Irish Club, and avoid becoming involved in day-to-day operational decisions. Where individual Management Committee members 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 (where they act at the direction of management).

Procedures

1. Internal controls

The Management Committee should set and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting. The Management Committee should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.

2. Managing risk

The Management Committee should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the Irish Club's exposure to significant risks. The Committee must regularly review the risks to which the Irish Club is subject, and take action to mitigate risks identified.

3. Management Committee review

The Management Committee should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.

Responsibilities

1. It shall be the responsibility of the Management Committee to establish and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting.
2. It shall be the responsibility of the Management Committee to clearly demarcate and delegate the functions of individual Management Committee members, staff and where appropriate, sub groups.
3. It shall be the responsibility of the Club Manager to address key management and operational issues within the direction and the policies laid down by the Management Committee, including
 - a. Developing and implementing organisational strategies and making recommendations to the Management Committee on strategic initiatives;
 - b. The appointment and dismissal of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff;
 - c. In conjunction with the Treasurer, developing the annual budget and managing day-to-day operations within the budget;
 - d. Maintaining an effective risk management framework;
 - e. Keeping the Management Committee informed about any developments with a material impact on the Irish Club's performance; and
 - f. Managing day-to-day operations in accordance with agreed standards.

Related Documents

- Code of Ethics
- Grievance and Dispute Resolution Policy