

☑ SECTION: GOVERNANCE

# 804092013 Complying with the Governance Code: Being Transparent and Accountable for Type C Organisations

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The Governance Code is a code of practice for good governance of community, voluntary and charitable (CVC) organisations. It has been developed by the sector for the sector. The code is an invaluable tool to help organisations perform to the highest standards possible, give confidence to all its stakeholders and re-enforce public trust.

The Governance Code clearly outlines the roles, duties and responsibilities of all those who sit on the boards and management committees of CVC organisations from the smallest volunteer only groups to large charities with hundreds of staff.

## The Governance Code is based on five main principles.

1. Leading the organisation
2. Exercising control over the organisation
3. Being transparent and accountable
4. Working effectively
5. Behaving with integrity

Organisations that implement and adhere to the Governance Code will substantially boost their brand, status and credibility. For more information visit: [www.governancecode.ie](http://www.governancecode.ie) [3]

This article is the third in a set of five articles that discusses what your organisation should do on your journey of adopting the Governance Code. This article covers the being transparent and accountable principle.

### Principle 3: Being transparent and accountable

This governance principle is about having the systems and policies in place to show clearly what you do, what you achieve and how the organisation uses its resources to its various stakeholders – your beneficiaries, members, staff, funders, regulators and the general public.

The following assessment and checklist is a helpful guide to see where your organisation is against the specific requirements of the Code's Being Transparent and Accountable Principle.

1. Has the organisation's identified its key stakeholders?
2. Is there strategy in place for communicating and managing relationships with the organisation's key stakeholders?
3. Has the organisation's key stakeholders communication and relationship management strategy been reviewed by the board in last 2 years?
4. Does the organisation have an agreed spokesperson?
5. Does the organisation's annual report identify the:
  - a. Chairperson of the board?
  - b. Vice chair (where there is one)?
  - c. Other board members?
  - d. Chairs of the sub committees of the board?
  - e. CEO?
  - f. Number of meetings of the board and its sub-committees and attendance by directors?

6. Does the organisation use a number of methods to make its annual report and financial statements widely accessible?
7. Does the board receive an annual report from CEO on compliance with reporting requirements of relevant regulators and funders?
8. Are AGMs held in line with the organisation's governing document?
9. Does the organisation have mechanisms in place to allow beneficiaries to express their views about the work of the organisation?
10. Does the organisation have mechanisms to enable stakeholders communicate with the organisation throughout the year?
11. Does the organisation a documented and accessible complaints policy and system in place?
12. Has the complaints policy and system been reviewed in the last two years?
13. Does the board receive an annual report on complaints received and actions taken?
14. Does the board monitor the views of key stakeholders on the organisation's reputation?
15. Are the organisation's beneficiaries consulted as part of the strategy development process?
16. Does the organisation have mechanisms to appropriately involve beneficiaries in decision-making processes?

If you can answer yes to all the 16 questions above then you can safely say that your organisation is in full compliance with Governance Principle 3: Being transparent and accountable. If you answered no to a number of the above questions, you need to develop an action plan and assign responsibilities and timeframes to get your organisation to a position where you can answer yes to all the assessment questions for Principle 3.

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**Links:**

- [1] <http://knowledgenet.carmichaelcentre.ie/contributor/diarmaid-%C3%B3-corrbu%C3%AD>
- [2] <http://knowledgenet.carmichaelcentre.ie/printpdf/374>
- [3] <http://www.governancecode.ie>