

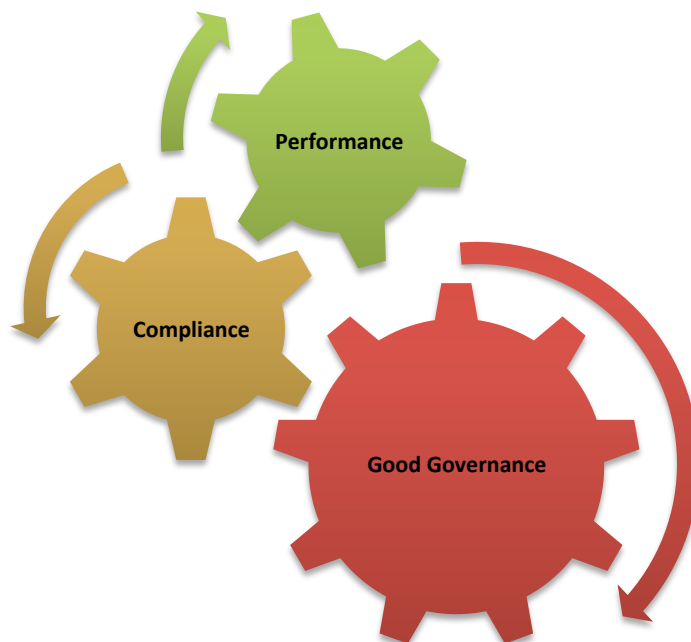


1. What is Good Governance

Governance is a term used to describe the procedures put in place by an organisation to ensure that it runs in a financially workable, ethical and legal manner, while achieving its stated objectives.

Governance concerns three key issues with a focus on performance and compliance.

- a) How an organisation develops strategic goals and direction;
- b) How the management committee/ board of an organisation monitors the performance of the organisation to ensure it achieves these strategic goals, has effective systems in place and complies with its legal and regulatory obligations; and
- c) Ensuring that the management committee/board acts in the best interests of the members.



Now your club is incorporated and affiliated with MTBA, it is important for your committee to establish good governance practices early to ensure the committee:

- a) Acts in the interests of the organisation and its members
- b) Is honest and transparent
- c) Is informed about what the organisation is doing and its future direction
- d) Maintains accurate financial records and other processes
- e) Communicates effectively and efficiently with its members
- f) Has a process for declaring any personal interests that might conflict with the interests of the organisation or duties as a member of a management committee
- g) Seeks outside professional advice when there is insufficient information to make an informed decision.

The following are some components of good governance:

- a) Coherent aims and goals (ie. mission)
- b) A sound framework of policies and procedures

- c) Clearly defined roles and responsibilities for committee positions and other volunteer roles
- d) Strategic plan to guide the clubs future direction and goals
- e) Risk Management policies and procedures
- f) Accurate and transparent financial management procedures and reporting
- g) Committee processes
- h) Understanding of clubs legal responsibilities
- i) Procedures to effectively maintain external relationships
- j) Procedures to regularly review and monitor performance
- k) Volunteer resource management including recruitment and retention
- l) Ethical standards and codes of conduct for the management committee and club members

2. Resources

The [FECCA Good Governance Toolkit](#) for not for profits will take you, step-by-step, through establishing your organisation, good governance practices, the process of incorporating, applying for and using funding and other organisational considerations.

[Good Governance for Healthy Associations Checklist](#)

[Club health check](#) – an online self-assessment tool aimed at helping clubs examine how they operate.

END