



Mevagh Family Resource Centre Governance Handbook

Document:	Governance Handbook
What is this?	This is Mevagh Family Resource Centre's (Mevagh FRC) current Governance Handbook
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Introduction

The Purpose of this Handbook

This handbook sets out Mevagh FRC's policies and procedures in relation to all aspects of the charity's governance from the perspective of the Board of Directors. The handbook documents the legal obligations of the charity Directors as well as the processes that the charity has in place to meet good governance standards, including those set out in the Charities Governance Code.

This handbook will be reviewed every three years, although changes can be proposed at Board meetings and the handbook adapted accordingly. Any change that would affect the constitution of the charity must be ratified at an Annual General Meeting or Emergency General Meeting.

Principles Guiding the Board of Charity Directors of Mevagh FRC

The Board of Mevagh FRC is committed to the principles of the Charities Governance Code.

As such, each member of the Board of Mevagh FRC is understood to commit to:

1. Advancing the Charitable Purpose of Mevagh FRC
2. Behaving with integrity
3. Leading people within Mevagh FRC
4. Exercising control over Mevagh FRC
5. Working effectively
6. Being accountable and transparent

Mevagh FRC is currently compliant with the Charities Governance Code.

1. Advancing the Charitable Purpose of Mevagh FRC

Charitable purpose has a specific meaning in charity law. The Charities Act 2009 sets out four categories of charitable purpose: prevention or relief of poverty or economic hardship; advancement of education; advancement of religion; and any other purpose that is of benefit to the community – Charities Governance Code.

1.1 The main objects of Mevagh FRC are:

To help combat disadvantage by improving the functioning of the family unit and to promote the economic, social and cultural regeneration of the Mevagh community. It is hoped to improve the functioning of the family unit by offering support, education and training.

*Refer to Constitution

These objects fall under the definition of charitable purpose for public benefit, as set out in the Charities Act 2009.

1.2 Mevagh FRC is satisfied that any private benefit arising to anyone employed or providing services to Mevagh FRC is reasonable, necessary and ancillary to the public benefit that your charity provides.

1.3 Mevagh FRC conducts a strategic planning process involving the charity Directors, management, staff, volunteers and other stakeholders and develop a 5-year strategy and strategic implementation plan. This plan is supported by annual operational plans for each functional area.

1.4 The Board of charity Directors commits to ensuring that Mevagh FRC has the resources it needs to carry out planned activities.

1.5 The Board of charity Directors regularly review our work to ensure we continue to act in line with our charity's purpose and provide public benefit. We review our constitution every 3 years.

2. Behaving with integrity

2.1 The Board of Directors have agreed the values of Mevagh FRC and publicise them widely (for example, on our website, annual report, employee handbook, reception area). The values are:

- ✓ Mevagh FRC has an anti-poverty focus, the project promotes social inclusion of those people who are most marginalised in society – women in the home, people parenting alone, early school leavers, unemployed people, children, young people, non-nationals and people with disabilities.
- ✓ The FRC offers a safe and impartial environment for people to meet and interact. It provides for early intervention, i.e. youth activities, support groups, education/training, and health workshops. We try to remove barriers and fear of taking that first step towards education or leading a happier and healthier lifestyle. We encourage people to become more informed and active and share experiences by networking.

2.2 Mevagh FRC has a Conflicts of Interests & Loyalties policy which all charity Directors are required to sign on joining the Board of Mevagh FRC.

The purpose of these policies is to assist charity Directors of Mevagh FRC to effectively identify, record and manage any conflicts of interest or loyalty in order to protect the integrity of Mevagh FRC and to ensure that charity Directors act in the best interest of the charity.

A conflict of interest is any situation in which a charity Director's personal interests or loyalties could, or could be seen to, prevent the charity Director from making a decision in the best interests of the charity. This personal interest may be direct or indirect and can include interests of a person connected to the charity Director. These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the charity and therefore must be managed accordingly.

2.3 Mevagh FRC has a Code of Conduct for Board Director Policy which all charity Directors are required to sign. This document sets out the standard of behaviour expected from Directors in order to ensure that:

- Mevagh FRC is effective, open and accountable.
- the highest standards of integrity and stewardship are achieved.
- the working relationship between charity Directors and any volunteers or employees is productive and supportive.

3. Leading people within Mevagh FRC

The most essential resource of any charity is its people. This means people should feel valued and have clarity around their own roles and the roles of others. Charity Directors are responsible for providing leadership to volunteers, employees and contractors. This includes taking their duty of care towards these people seriously and promoting a culture of respect – Charities Governance Code.

3.1 All new charity Directors joining the board of Mevagh FRC receive an induction where their roles and duties as Directors are discussed. All new board Directors are given a formal letter of appointment which sets out their role, responsibilities and duties as Directors of Mevagh FRC and their duties as directors (if the charity is a Company Limited by Guarantee) which is signed by the Director and a copy retained in the office. All staff members and volunteers are given a job description which sets out their role and responsibilities.

3.2 Mevagh FRC has developed a Volunteer Recruitment Policy. Volunteer's will be provided with role descriptions so they are clear about their roles and have the support they need in carrying out their duties.

3.3 Mevagh FRC has arrangements in place that comply with employment legislation for staff members all of which are captured in our Employee Handbook which is approved by the Board and reviewed every 3 years.

3.4 In addition to policies contained within the Employee Handbook Mevagh FRC has a comprehensive range of other operational policies. Directors on the board of Mevagh FRC are responsible for the development, approval and review of all the charity's policies.

4. Exercising control over Mevagh FRC

All charities, no matter what their complexity, must abide by all legal and regulatory requirements that are relevant to the work they do. The charity Directors are responsible for making sure this happens. Charity Directors must understand that the governing document of a charity is a legally binding document in its own right. The Directors are also responsible for a charity's funds and any property or other assets that it holds. As much as is possible, they must also consider and reduce risks to which their charity is exposed – Charities Governance Code.

4.1 Mevagh FRC is a non-profit organisation and is registered as a charity. As such, it is governed by the Charities Act 2009. The Board is responsible for ensuring it remains aware and informed of future changes to the Act. It is the responsibility of the Manager to keep the Board updated on this.

Mevagh FRC is a company limited by guarantee not having share capital.

As per the legal requirement of a company, the constitution of Mevagh FRC is comprised of a Memorandum and Articles of Association, which comprise the governing documents for Mevagh FRC.

All Directors are provided with a copy of the Mevagh FRC constitution on joining the Board. In line with legal requirements, the constitution is lodged with the Companies Registration Office (CRO) and Charities Regulatory Authority (CRA) and is publicly available. The Board of Mevagh FRC is responsible for ensuring the constitution accurately describes the organisation's structure and activities.

Where there is a change in charity mission, objectives or structure, or a significant change in activities or governance procedures, the constitution is reviewed and amended, if necessary. Legal advice may be sought where any significant changes are made, and changes are made at an AGM or EGM. The Company Secretary ensures the CRA and the CRO is informed of any changes.

4.2 The Manager of Mevagh FRC provides a full compliance report to Directors once a year. The Manager may provide updates on some items during the year, if needed. The compliance report includes updates on the following topics:

- Health and Safety
- Complaints
- Child Protection
- Staff Performance Management /Human Resources issues

- Data Protection
- Compliance with funders reporting requirements
- Any other issues in relation to risk management
- Compliance Requirements – CRO
- Compliance Requirements – CRA
- Standard Operating Compliance Requirements
- Employment Law Compliance Requirements
- Finance Compliance Requirements
- Register of Lobbying Compliance Requirements

The Manager is responsible for informing the Board of any significant issues in a timely manner, determined by the nature of the issue. In serious or urgent matters requiring Board input, the Chairperson is informed as soon as possible. The Chairperson in conjunction with the Manager then determines the next steps in resolving the issue and ensures the Board is updated within an appropriate timeframe.

4.3 Mevagh FRC has a Fundraising Policy which reflects the Charity Regulator’s Guidelines for Charitable Organisations on Fundraising from the Public and the Manager of Mevagh FRC reports to the Board on all fundraising issues.

4.4 Financial Controls - Mevagh FRC takes seriously its duty to maintain proper books of account and does so in accordance with the Financial Management Policy of the charity. The Project Administrator presents management accounts to the Board on a monthly basis for consideration and discussion. Finances are presented at monthly management meetings. The Finance sub-committee reviews the finances of the organisation regularly. Due to the nature of the Finance sub-committee’s work, at least one member must have financial experience, with a qualification in financial accounting or similar beneficial.

Filing Accounts

Ensuring that the filing of accounts takes place at the appropriate time is the responsibility of the Company Secretary. This is done through the Accountant/Auditor. Mevagh FRC takes seriously its duty to file an Annual Return and Annual Accounts, which are true copies as laid before the AGM and include:

- Balance sheet
- Statement of financial activities
- Directors’ report
- Auditor’s report

Directors are responsible for approving the Financial Management Policy of Mevagh FRC which outlines all financial procedures, systems and controls. This policy includes clarity on the level of financial authority given to the Manager and other staff, as applicable.

Auditing

As per the legal requirements of a company, Mevagh FRC accounts are audited annually. The audit is an examination of Mevagh FRC financial statements, providing an informed statement regarding to what extent the financial statements:

- have been prepared according to: the companies act, relevant legislation and standard accounting practices, and:
- give a true and fair view of the state of the company’s affairs, profit or loss for the financial year and assets and liabilities at the end of that year.

The Board of Mevagh FRC is responsible for ensuring there are adequate internal financial controls and risk management systems including: budgeting and planning, appropriate financial procedures, monitoring of these and adherence to relevant legislation. Specific tasks are delegated to the Finance sub-committee on behalf of the Board. ***Refer to Terms of Reference for Finance Sub-Committee**

Auditor

The appointment, remuneration and removal of the auditor is dealt with by the Finance sub-committee in the first instance, but approval for any such decision must be granted by Board. The removal of the auditor needs to be passed by ordinary resolution at a general meeting of the company.

Remuneration and Charity Directors

Charity Directors on the Board of Mevagh FRC are entirely voluntary and receive no payment for their work. Expenses are reimbursed in accordance with the Financial Management Policy of Mevagh FRC. Charity Directors can choose not to reclaim expenses if they so wish. Directors will not receive payment for a professional service from Mevagh FRC.

4.5 Risk Management – The Board of Mevagh FRC is responsible for ensuring that the charity has a risk management system in place including a business continuity plan. The Mevagh FRC risk management system consists of:

Risk Management Officer: Manager

Risk Management Policy

Risk Register

Business Continuity Plan (Strategic Plan)

The Risk Register is reviewed annually by the Board of Mevagh FRC and is updated, as required.

4.6 Mevagh FRC takes advice on insurance needs as needed and has appropriate and adequate cover in place including Public Liability, Employers Liability, Professional Indemnity, Directors & Officers Liability, Cyber Risk, Personal Accident.

5. Working effectively

Running a charity well means you need capable charity Directors who work together as an effective team. Board meetings are especially important, as this is where charity Directors exercise their collective authority. It is also important that there is a good mix of skills, experience and background amongst charity Directors and that these are refreshed on an ongoing basis. It is vital that new charity Directors receive a proper induction to the charity – Charities Governance Code.

5.1 Charity Directors are appointed to the Board of Mevagh FRC in accordance with the Mevagh FRC Constitution and the Charities Act 2009. When recruiting new charity Directors Mevagh FRC also follows the guidance from the Charities Regulator, as set out in their documents:

- Succession Planning
- Due Diligence for prospective Charity Directors
- Recruitment and Induction of Charity Directors and
- Induction Pack Checklist

Before recruiting a new charity Director, the board of Mevagh FRC will always consider what is working well with the current Board and what could work better. The Board will also be mindful of what skills, experience and knowledge are available to it already from existing charity Directors. This process is led by the Chairperson and should help to identify any competency / skills gaps on the board.

5.2 The Board of Mevagh FRC meets no less than 9 times per year with meetings planned a year ahead. Mevagh FRC's Constitution states that the minimum number of Directors required for the Board to conduct business (the quorum) is half, plus one. Meetings may go ahead without a quorum but decisions made require ratification (either virtually or at the next meeting of the Board).

Board members are expected to attend all meetings, although it is understood that there may be times where other events prevent attendance. Where appropriate, participation by conference call will be arranged. Where a Board member cannot attend, they are asked to send apologies in advance to the Chairperson/Manager as far as possible in advance.

In the event that a specific decision must be made/ input is required, but the Board member cannot attend the meeting, the Chair may invite the Board member to indicate their position, which will be reported to the meeting.

Board members who miss three meetings in a row will be contacted by the Chair. Non-attendance may result in a requirement to resign from the Board.

5.3 Agenda setting

The Chair of the Board should consult (in person or via telephone or email) with the Manager in advance of the Board meeting to discuss any issues arising and develop the agenda for the Board meeting. Board members can propose items for the agenda by communicating directly with the Chairperson, Company Secretary or the Manager.

The Manager or the Company Secretary will ensure that the agenda for the upcoming meeting is communicated to the members of the Board and any additional attendees (either by e-mail or post).

Supporting material should be circulated with the agenda to provide background to any topics included, i.e., minutes of previous meetings, agreed actions, management accounts, and relevant reports no less than three days prior to the meeting.

The Chair has discretion as to whether or not items can be raised under Any Other Business (AOB) section of the meeting agenda. Items that require a board decision should not be taken as items under AOB, unless in exceptional circumstances and there is unanimous agreement by all Board members present that a Board decision can be taken on the item raised under AOB. It is good governance practice to restrict items raised under AOB to matters of information and not matters requiring a board decision.

5.4 A board pack with the necessary supporting board papers is prepared and issued no less than three days before the meeting.

Minutes and Action Items

The Company Secretary, or a designated individual, approved by the Board, will be responsible for taking the minutes:

- Minutes are a record of key actions and decisions discussed and agreed at the meetings.
- Before the meeting concludes, the Company Secretary or designated individual may be asked by the Chair to provide a summary of meeting's captured main points.
- The Chair of the Board will review the minutes once they are drafted, prior to circulation.

The Company Secretary or Manager will ensure that the minutes are circulated to Board members. The minutes will include key issues discussed, key decisions made, key actions agreed and associated completion responsibility and timeframe and a detailed minute of the meeting:

- These key actions agreed should be the fourth item agenda item at the next sitting of the Board (following apologies, declarations of any conflicts and previous meeting minutes).

Every effort should be made to ensure that key decisions have the full support of the board members. However, where necessary key decisions will be made using a majority of votes:

- Every board member shall have one vote.
- Where there is an equality of votes, the meeting Chair shall be entitled to a casting vote.

- Attendees and ex-officio members do not have voting rights. They may be asked to leave the meeting if a vote is deemed necessary.

Board decisions/approvals in between scheduled meetings

There may from time-to-time be a requirement for the Board to decide or approve a matter outside of a normal scheduled meeting. In situations where the Manager requests a board decision or approval for a matter that cannot wait until the next scheduled Board meeting, the Manager should contact either the Chairperson, Vice Chair or Treasurer setting out the background to the matter and outlining why a decision or approval is required before the next scheduled meeting of the Board.

The Chairperson, Vice Chair or Treasurer may decide depending on the nature of item requiring decision/approval to call a special board meeting where board members are physically present at the meeting or via conference call. The required quorum of board members also applies to this type of meeting. If it is not practical to call a meeting, he/she/they may alternatively ask the Manager or Company Secretary to email the board members setting out the matter requiring the decision/approval. A quorum of board members must give their consent by email for the approval to be valid. The matter must then be formally ratified and minuted at the next meeting of the Board.

The use of the email to board members procedure for board approvals in between scheduled meetings should only be used infrequently and should not become standard practice for making board decisions.

5.5 For the term limit of Charity Directors appointed to the Board of Mevagh, see the Mevagh FRC constitution.

5.6 The induction process for new charity Directors to the Board of Mevagh FRC involves the provision of an induction pack, and meetings with the existing charity Directors, the Chairperson and other key employee(s) or volunteer(s) within the charity. An induction pack will also be given to each new Director which will include the following key documents:

- A letter of welcome and appointment (from Chairperson).
- The charity's governing document.
- A brief history of the charity and an outline of the current work.
- A recent progress report describing the charity's position in relation to any targets or goals.
- An organisational chart.
- A list of current charity Directors and the Chairperson, the charity secretary and their contact details.
- The minutes of three recent board meetings.
- A schedule of forthcoming board meetings.
- A list of the board sub-committees, names of Directors serving on the sub-committees and their meeting schedule.
- The annual report and accounts for the past two years ***Refer to Mevagh FRC's 'sharepoint'**
- The charity's Code of Conduct for charity Directors.
- A Register of Interests form ***Refer to Conflict of Interest Policy**
- All policies within the charity, or a list of such policies and an indication of where they can be obtained.
- Details of the guidance documents available on the Charities Regulator's website.
- The Charities Governance Code.

5.7 Board of Charity Director Roles - The Board of Mevagh FRC has both the authority and responsibility to carry out the following roles:

Leadership

To define, uphold and work towards the vision, mission, values and objectives of Mevagh FRC and to fully comply with the Mevagh FRC constitution, charitable purpose and public benefit.

- To provide overall strategic direction and leadership for Mevagh FRC by developing and approving a strategic plan in line with the constitution of Mevagh FRC.
- To monitor progress against the strategic plan through regular reporting from the Manager and Board sub-committees as relevant and to review the plan periodically.
- To ensure that an appropriate system is in place to assess the impact of the work of Mevagh FRC.
- To approve all policy, systems and controls necessary to govern the activity and maintain the ethos of Mevagh FRC.

Roles

- To appoint a Manager, agree the Manager's job description and put appropriate systems in place for their support and performance management.
- To ensure that appropriate systems are in place for the support and supervision of all staff by delegating the responsibility for other staff management to the Manager.
- To establish and agree the terms of reference of any sub-committees that may be necessary.
- To agree a schedule of matters specifically reserved for decision-making by Board of Directors.
***Refer to Appendix 1**

Resources

- To ensure that Mevagh FRC has the financial and human resources needed to implement its strategic plan and to promote the prudent and effective management of those resources.
- To ensure that appropriate financial management procedures are in place and are being implemented.
- To agree a risk management policy for the organisation.

Accountability

- To agree an appropriate process for communicating with and being accountable to funders, stakeholders and the general public.
- To identify and comply with all relevant legal, regulatory and funding requirements as outlined in this Board Handbook.
- To carry out board business efficiently and effectively.

Role of Individual Charity Directors

- Comply with the Mevagh FRC constitution.
- Ensure that Mevagh FRC is carrying out its charitable purposes for the public benefit.
- Act in the best interests of Mevagh FRC.
- Act with reasonable care and skill.
- Manage the assets of Mevagh FRC.
- Make appropriate investment decisions.
- Ensure that Mevagh FRC is registered on the Charities Regulator's Register of Charities.
- Ensure that Mevagh FRC keeps proper books of account.
- Ensure that Mevagh FRC prepares and furnishes financial accounts to the Charities Regulator.
- Ensure that Mevagh FRC prepares and furnishes an annual report to the Charities Regulator.
- Ensure the Charities Regulator is informed if you are of the opinion that there are reasonable grounds for believing a theft or fraud has occurred (Disclosure obligation).
- Ensure that you comply with directions issued by the Regulator.

Role of the Chairperson

Each board of charity Directors should have a Chairperson whose duties include:

- Leading the Board of charity Directors.
- Promoting good governance among fellow Directors.

To ensure smooth running of Board meetings:

- Liaising with the Manager and Company Secretary to ensure all relevant items are on the agenda.
- Consulting with other Directors to ensure concerns are reflected in the agenda.
- Allowing sufficient time for discussion and ensuring that meetings are kept to time (prioritising discussions when necessary).
- Ensuring adequate information is available for productive discussion.
- Promoting maximum participation from all directors.
- Ensuring decisions are understood, recorded, implemented and/or followed up on.

To promote good governance:

- Initiating annual performance reviews/skills audits/etc.
- Leading on recruitment of new Directors.
- Supporting new Directors' thorough induction.

To supervise and provide support to the Manager:

- The Manager reports to the Board, and the Chairperson is line manager to the Manager.
- To support the Manager in leading Mevagh FRC at the strategic level.
- To act as a Spokesperson for the Board or for Mevagh FRC if required (e.g., the Chairperson of the Board may be required to act as media spokesperson, supported by the Manager.)

In the case where the Chairperson is aware that they will be unable to attend a Board meeting the Vice Chairperson will chair the meeting in their absence, as set out in the Mevagh FRC constitution. In the case where the Chairperson is unable to attend and does not give advance notice of same, and in the absence of the Vice Chairperson, the Directors who are in attendance may approve one Director from their number to chair the meeting.

Where there is an unexpected or ongoing vacancy in the position of Chairperson the existing Directors may nominate from their number an interim Chairperson, for a period of up to six months.

Role of the Company Secretary

As per the legal requirements of a registered company, Mevagh FRC has a Company Secretary. It is the Company Secretary's responsibility to ensure duties are completed. The duties of the Company Secretary follow the guidelines and requirements of the Companies Registration Office.

The Company Secretary of Mevagh FRC is a Director with a specific role on the board whose duties include:

- Administration and compliance.
- Preparing for board meetings.
- Notification of Board meetings.
- Circulation of papers prior to Board meetings.
- Taking meeting minutes.
- Keeping an action log of all decisions taken.
- Attending other meetings.

Mevagh FRC Directors must ensure that the person has the skills and resources to perform these duties. The Company Secretary is assisted by the Manager and Project Administrator with administrative duties.

Sub-committees

Sub-committees of the Board are established, when deemed necessary by the Board, to deal with ongoing areas of work or to progress specific pieces of work. The following sub-committees are currently in place:

- Regional Forum
- Finance Subgroup
- Fundraising Subgroup
- Recruitment Subgroup
- Staff Liaison Subgroup
- Garda Vetting Subgroup
- Risks Subgroup
- Governance & Compliance

All sub-committee members are appointed by the Directors and all Directors can be members of sub-committees. Each sub-committee will have a minimum of two Directors with one of them chairing the sub-committee. External individuals may be invited to join based on their particular skills and/or experience. The Finance sub-committee should have a minimum of two Directors and at least one with financial experience. Each sub-committee will nominate a Chair and their appointment will be approved by Board. The Chairperson of Mevagh FRC does not Chair the Finance sub-committee.

At the behest of the Chairperson of the Board and approval of the Chair of the sub-committee, members of staff may also be asked to attend sub-committee meetings but are not considered members of the sub-committee. Any Director, including the Chair, may attend any sub-committee meeting and may be invited by the sub-committee to do so.

Meetings of sub-committees may take place in person or virtually (e.g., via conference calls). All sub-committee members, apart from any additional Directors in attendance, have voting rights on sub-committees.

Sub-committees always have Terms of Reference agreed by the full Board and detailing the name, purpose, membership and authority of the group. Sub-Committees' deliberate issues within their remit separately from the full Board, and present recommendations to the full Board for ratification. ***Refer to 'Terms of Reference of Sub-Committees.** The Chairperson of Mevagh FRC may be invited to attend sub-committee meetings. All sub-committees report in writing to the Board.

Working Groups

From time to time, Board working groups may be established to progress specific pieces of work. The following working groups are currently in place (if applicable): Not applicable at present.

5.8 Directors are committed to resolving problems and emerging issues as quickly as possible and in the best interests of Mevagh FRC. This is achieved by:

- Effective engagement in the strategic planning process.
- Holding regular board meetings and ensuring that emerging problems or issues are included in the Managers report or put on the meeting agenda.
- Board sub-committees reviewing and assessing emerging issues or problems.
- The development and review of the Risk Register and
- Comprehensive financial management.

5.9 Review of the Board – Good practice recommends that the performance of the Board should be formally appraised on an annual basis. The Chair of the Board of Mevagh FRC will ensure that a process is put in place with the approval of the Board to assess the performance of the Board.

The Chair will recommend an appropriate approach for conducting this performance appraisal.

Possible approaches may include:

- Self-Assessment Questionnaire
- Interviews with Board and Sub-Committee members
- Board / Sub-Committee group discussion

6. Being accountable and transparent

Accountability for your charity does not just mean accounting for the money you have brought in and spent (although that is clearly very important). It involves being open and transparent about all charity matters. It is about being able to: stand over what your charity does and how it does it; and justify this to any person or group who queries what your charity has done or is doing. As an organisation set up to provide public benefit, this means you should be able to explain this to anyone who asks – Charities Governance Code.

6.1 Mevagh FRC displays our Registered Charity Number (RCN), Company Registrations Office (CRO) and Charitably Tax Exemption (CHY) numbers on our official Charity letterheads, website, emails, annual report and social media platforms.

6.2 Mevagh FRC stakeholders are any individuals or groups of people who have a legitimate interest in our work. Identifying who they are is important in order for us to consider how we might communicate with them and how they might communicate with us. Mevagh FRC stakeholders include:

- Beneficiaries
- Members
- Employees and volunteers
- Partner organisations and supporters
- Funders and donors
- Regulators
- Public representatives
- The general public

Mevagh FRC has a Communications Strategy in place to ensure that all stakeholders are communicated with and can easily communicate with Mevagh FRC.

6.3 Mevagh FRC involves relevant stakeholders in the strategic planning process and, where appropriate and possible, involves stakeholders in other significant decisions involving Mevagh FRC.

6.4 Mevagh FRC has a Complaints policy in place detailing the procedure to be followed in the event of a complaint being made. The policy is displayed on the Mevagh FRC website.

6.5 Mevagh FRC is committed to following the reporting requirements of all of our funders and donors, both public and private.

Board approval (minuted) is required for the following matters:

1. Business purpose and strategic focus

- Changes to Mevagh FRC's mission and its constitution
- Mevagh FRC strategy statements

2. Finance and Risk

- Annual income and expenditure budget
- Expenditure on a single non-budgeted item over €1,000
- Multi-annual service contracts that have provided for in the annual budget
- Investment policy and investment decisions
- Mevagh FRC's reserves policy
- Annual audited accounts
- The Risk Register and risk mitigation measures

3. Employment

- Appointment of the Manager and the remuneration of the Manager
- New/additional permanent staff posts
- Employment contracts

4. Board membership and governance

- Appointment of the Board Chairperson
- Appointment of the Company Secretary. The Company Secretary can only be removed by the Board. The Company Secretary does not have to be a member of the Board of Directors
- The co-option of new board members to fill vacancies that may occur (subject to a limit – as per Constitution). The appointment of these new board members would be subject to ratification at the next AGM.
- The establishment of sub-committees of the board and setting the terms of reference of the committees
- Corporate Governance policy and the Code of Conduct for Board members (the board members handbook)
- Compliance with the Charities Governance Code

5. Membership of the Charity

- Membership criteria
- Applications for Membership