



BOARD & COMMITTEE GOVERNANCE HANDBOOK

Roles, responsibilities and good practice for boards and committees.

Good governance keeps organisations fair, transparent and effective. Use this handbook to clarify roles, run better meetings, and make decisions the right way.

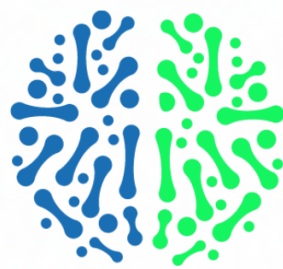
1 KEY ROLES

Role	Key Responsibilities
Chairperson	Leads meetings, ensures decisions are made fairly, represents the organisation publicly
Secretary	Records minutes, manages correspondence, keeps official documents in order
Treasurer	Manages finances, presents financial reports, ensures money is properly accounted for
Ordinary Member	Attends meetings, contributes to discussion and decisions, represents members' interests

2 RUNNING A GOOD MEETING

- ☐ Agenda sent out in advance
- ☐ Previous minutes reviewed and confirmed
- ☐ Meeting starts and finishes on time
- ☐ Every voice is heard, not just the loudest
- ☐ Decisions and actions are clearly recorded
- ☐ Next meeting date set before closing





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3 GOOD DECISION-MAKING

1. Present the issue clearly, with relevant background
2. Discuss openly and hear different views
3. Check if the decision requires a formal vote
4. Record the decision and who is responsible for acting on it
5. Follow up at the next meeting

4 CODE OF CONDUCT

- ☐ Act in the best interest of the organisation, not personal interest
- ☐ Declare any conflict of interest before discussion begins
- ☐ Respect confidentiality of sensitive matters
- ☐ Treat other members and staff with respect
- ☐ Attend meetings regularly and come prepared