



## **Argyll and Bute Third Sector Interface**

### **Creating a Governance Handbook**

A governance handbook can assist in the development and overall effectiveness of the governing body or board's work. Every trustee should be given a copy upon joining the Board to refer to, if and when necessary.

The governance handbook, held in a ring-binder file to allow updates, might contain some or all of the following depending on the nature of the organisation, its work and size:

- Contact details of governing body members (directors, company secretary) and key personnel
- Calendar of meetings and key events
- A copy of the governing document
- The Mission Statement
- Dated Organisational Chart
- A statement (terms of reference or job description) of the roles and responsibilities of governing body members
- A statement (terms of reference or job description) of the roles and responsibilities of Chairperson
- Procedures for appointment and selection of governing body members
- Procedures for the appointment of the Chairperson
- Policy and procedures for monitoring and evaluating the performance of the governing body
- Policy and procedures for governing body development and training
- Terms of reference for governing body meetings
- Terms of reference for any sub committees
- Code of conduct for the governing body
- Procedures for the recruitment and selection of the (senior) manager
- Copy of personnel Manual (if appropriate)
- A copy of the latest audited accounts or statement of accounts
- Current projected income and expenditure statements or budget
- Procedures for payment of allowances and expenses
- Procedure for declaration of conflict of interest
- Copies of policy statements with dates for review

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