



Organisational Governance

Barnet Federation of
Horticultural &
Allotment Societies

- Who is responsible?
- What are they responsible for?
- Why are they doing this?

Structures

- Unincorporated Association
- Limited Company (by Guarantee)
- Community Interest Company
- Registered Charity

Role of Committee

- Giving Direction
- Accountability
- Legal
- Managing People
- Managing Resources
- Equal Opportunities
- Managing Itself

Giving Direction

- Responsibility for furthering “the objects”
- Setting and reviewing the Mission and Direction
- Setting Objectives, making plans and monitoring progress
- Work programmes, business plans, fundraising, strategies, and budgets

Accountability

- Funders/donors
- Members
- Users of the service
- The wider community
- Charity Commission (?)
- Companies House (?)
- Other Regulatory Bodies
- Other stakeholders

Legal

- Operating within the rules
 - Charity Commission
 - Companies House
- As an employer
 - Employment Legislation
- Other legislation
 - Child Protection, Vulnerable adults
 - Disability Discrimination
 - Data Protection
 - Health & Safety
- Other legally binding undertakings
 - Contracts etc.

Managing Resources

- Enough money to carry out the organisation's work
- Meet financial obligations when due
- Accounts for all its financial dealings
- Does not get into financial trouble
- Maintenance of assets e.g. property and equipment
- Insurance

Managing People

- The management committee as an employer
- Employment Legislation
- Managing Volunteers
- Recruitment (and dismissal)
- Good personnel practices and procedures
- Supervision and support

Equalities

- Legislation
 - Equalities Act 2010
- Changing Legislation
- Policies and Procedures

Managing Itself

- Operating according to the Governing Document
- Effective Meetings
- Honorary Officers
- Sub committees and working groups
- Maintaining the committee

More Information

- Volresource (volresource.org.uk)
- Governance Pages
(governancepages.org.uk)
- Charity Commission
- Companies House
- Community Barnet