



IATEFL CODE OF GOOD GOVERNANCE

December 2016

Introduction

This code sets out best practice and sets out the main principle of equality – that of ensuring equity, diversity and equality of treatment for all sections of our community.

Principle 1: Board Leadership

IATEFL acknowledges that it should be led and controlled by an effective Board of Trustees, which collectively ensures delivery of its objects, sets its strategic direction and upholds its value.

The supporting principles are:

The role of the Board – Trustees have and must accept ultimate responsibility for directing the affairs of IATEFL, ensuring it is solvent, well-run and delivering the outcomes for which it has been set up.

Strategic direction – Trustees should focus on the strategic direction of IATEFL, and are not usually involved in day to day operational decisions and matters. Where trustees are involved in operational matters, they should separate their strategic and operational roles.

Principle 2: The Board in control

The trustees as a Board should collectively be responsible and accountable for ensuring and monitoring that IATEFL is performing well, is solvent, and complies with its obligations.

The supporting principles are:

Compliance – The Board must ensure that IATEFL complies with its own governing document, relevant laws, and the requirements of the Charity Commission and Companies Act 2006.

Internal Controls – The Board should maintain and regularly review the organisation's system of internal controls, performance reporting, policies and procedures.

Prudence – The Board must act prudently to protect the assets and property of the organisation, and ensure that they are used to deliver the organisation’s objectives.

Managing risk – The Board must regularly review the risks to which the organisation is subject, and take action to mitigate risks identified.

Equality and diversity – The Board should ensure that it upholds and applies the principles of equality and diversity; that the organisation is fair and open to all sections of the community in all of its activities; and that the organisation upholds the Equality Act 2010, and its list of protected characteristics (disability, gender reassignment, race, sexual orientation, age, sex, religion and or belief, marriage and civil partnership and pregnancy or maternity.)

Principle 3: The high performance Board

The Board should have clear responsibilities and functions, and should compose and organise itself to discharge them effectively.

The supporting principles are:

Trustee duties and responsibilities – Trustees should understand their duties and responsibilities and should have a statement defining them.

The effective Board – The Board should organise its work to ensure that it makes the most effective use of the time, skills and knowledge of trustees.

Information and advice – Trustees should ensure that they receive the advice and information they need to make decisions.

Skills and experience – The trustees should have the diverse range of skills, experience and knowledge needed to run the Association effectively.

Development and support – Trustees should ensure that they receive the necessary induction, training and ongoing support needed to discharge their duties.

The Chief Executive – the Board should make proper arrangements for the supervision, support, appraisal and remuneration of its Chief Executive.

Principle 4: Board review and renewal

The Board should periodically review its own and the Association's effectiveness, and take any necessary steps to ensure that both continue to work well.

The supporting principles are:

Renewal and recruitment – The Board should have a strategy for its own renewal. Recruitment of new trustees should be open, and focused on creating a diverse and effective Board.

Review – The Board should periodically carry out strategic reviews of all aspects of the organisation's work, and use the results to inform positive change and innovation.

Principle 5: Board delegation

The Board should set out the functions of sub-committees, officers, the Chief Executive, other staff and volunteers in clear delegated authorities, and should monitor their performance.

The supporting principles are:

Clarity of roles – The Board should define the roles and responsibilities of the chair and other honorary officers in writing.

Effective delegation – The Board should ensure that staff and volunteers have sufficient delegated authority to discharge their duties. All delegated authorities must have clear limits relating to budgetary and other matters.

Terms of reference – The Board should set clear terms of reference for sub-committees, standing groups, advisory panels etc.

Monitoring – All delegated authorities must be subject to regular monitoring by the Board.

Principle 6: Board and trustee integrity

The Board and individual trustees should act according to high ethical standards, and ensure that conflicts of interest are properly dealt with.

The supporting principles are:

No personal benefit – Trustees must not benefit from their position beyond what is allowed by the law and is in the interest of the organisation.

Dealing with conflicts of interest – Trustees should identify and promptly declare any actual or potential conflicts of interest affecting them.

Probity – There should be clear guidelines for receipt of gifts or hospitality by trustees

Principle 7: Board openness

The Board should be open, responsive and accountable to its users, beneficiaries, members, partners and others with an interest in its work.

The supporting principles are:

Communication and consultation – IATEFL should identify those with legitimate interest in its work (stakeholders), and ensure that there is a strategy for regular and effective communication with them about the Association’s achievements and work.

Openness and accountability – The Board should be open and accountable to members about its own work, and the governance of the Association.

Stakeholder involvement – The Board should encourage and enable the engagement of staff, members and volunteers in the organisation’s planning and decision making.

Conclusion

Members of IATEFL rely on its Trustees for responsible and strategic legal and financial governance of their Association. IATEFL expects its trustees to:

Do their best to pursue its objectives and purposes and fulfil its mission of supporting, linking and developing teachers world wide

Use its assets exclusively to pursue those aims

Act in the interest of its members and beneficiaries

Take an active part in the work of the Association

Avoid conflict with personal interests

Not profit from the role unless it has been authorised