

Mohill Family Support Centre Governance Handbook

Mohill Family Support Centre CLG 2020 The information contained in this Director's handbook is a summarised version of existing policy. Mohill Family Support Centre reserves the right to modify this handbook from time to time according to their sole discretion without notice. If a more detailed explanation of any policy in this handbook is needed, you should contact the Chairperson.

CONTENTS

Introduction

SECTION ONE: OVERVIEW

1.1 Overview of the work of Mohill Family Support Centre

1.2 Current staff team & volunteers

1.3 Current board of directors

SECTION TWO: Governance

2.1 Company Directors

2.2 Roles and Responsibilities of Mohill Family Support Centre Board members

2.3 Code of conduct for Mohill Family Support Centre Board

2.4 Principles of Good Governance-Commitment of the Board

2.5 Duties and expectations of Directors

2.6 Sub committees – Terms of Reference

- Finance and Risk Management

- HR

- Governance

2.7 Confidentiality Statement

2.8 Conflict of interest policy (Board members and Staff)

2.9 Gifts and Donations policy

2.10 Equality Statement and Policy Commitment

2.11 Anti-Racist Code of Practice

2.12 Articles and Memorandum of the Company

2.13 Reimbursement/expenses policy for Board Members

2.14 Board Recruitment and Retirement Strategy

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Introduction

The purpose of this Directors handbook is to provide those charged with the governance of Mohill Family Support Centre with guidance and direction regarding their role and responsibilities.

Along with financial policies and procedures, the handbook and the HR handbook gives Directors a comprehensive grasp of the work of Mohill Family Support Centre, its structures and personnel and its ethos and values.

It is not designed to be a static document, but requires review at least every three years and updating in accordance with Sector and other developments that may arise.

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SECTION ONE: OVERVIEW

1.1 Overview of the work of Mohill Family Support Centre

Mohill Family Support Centre provides support services for the local community. We also facilitate activities, classes, and groups in our hall. We serve the people of Mohill and the surrounding areas, and offer an outreach service to Ballinamore and Carrigallen.

We aim not only to support, but to empower the people we work with, in a spirit of equality, inclusion and compassion. We aim to respond to needs as they emerge and are flexible in our approach to meeting these needs. We do this with openness and transparency as an organisation but will always respect the privacy of those who use our services.

The main object for which the Company was established is: To establish, promote and operate a community family support centre in Mohill area and in the County of Leitrim, which will serve people in Mohill area and will also serve people in the South Leitrim areas of Ballinamore and Carrigallen.

- (a) To adopt a community development approach to empower children and families to break out of cycles of disadvantage they are faced with, to address the needs of children in an integrated way to which also considers the needs of parents, families, and communities, and to improve the quality of childcare in the community.
- (b) To facilitate and encourage parents and other adults to identify and meet their own needs; to join groups in their own communities, and to undertake education, training, and the like.
- (c) To encourage active parental involvement in the project
- (d) To provide employment and training opportunities for local women who are skilled carers of children but have not had access to professional training; to provide opportunities for men and women experiencing long – term unemployment to return to education, training, and work

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1.2 Current Staff Team

Project Coordinator – Majella Mc Govern

Family support and Community Development Worker- Laura Mc Hugh

Administrators – Angela Mc Crann and David Logan

1.3 Current board of Directors

Chairperson – Cathriona Charles

Vice Chairperson – Hazel Humphreys

Company Secretary – Karen Mc Partland and Bernie Donoghue

Treasurer - Michael Wall

Other Directors

- Eileen Boyle
- Caroline Kearney
- Séadhna Logan
- Lisa Mc Loughlin
- Rick Tutass

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SECTION TWO: GOVERNANCE

2.1 Company Directors

This information is as listed on the website of Companies Registry Office

Company officers

All company types must have one secretary and a minimum of two directors.

One of the directors is required to be resident in a member state of the **European Economic Area (EEA)**.

A new company model (LTD Company - registered under Part 2 Companies Act 2014) can have **one director** if it chooses. It must have a separate secretary though.

Companies which were incorporated as private limited by shares companies under the old Acts are not LTD companies under the new Act. They operate under Designate Activity Company legislation unless they opt to [convert to the new LTD model](#).

Age Requirement

All company directors and secretaries (where applicable) must be over the age of **18 years**. Section 131 Companies Act 2014.

Undischarged Bankrupt

An undischarged bankrupt cannot be an officer of a company. Section 132 of the Companies Act 2014 provides that if any person, being an undischarged bankrupt acts as an officer or directly or indirectly takes part or is concerned in the promotion, formation or management of any company except with the leave of the High Court, he/she shall be guilty of an offence, which is prosecutable summarily by ODCE ([Category 2 offence](#)). Undischarged bankrupt means a person who is declared bankrupt by a court of competent jurisdiction within the State or elsewhere, who has not obtained a certificate of discharge or its equivalent in the relevant jurisdiction.

The European Economic Area (EEA)

The EEA consists of the 28 member states of the EU, (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom), plus Iceland, Liechtenstein and Norway.

The Secretary

The secretary may be one of the directors of the company. A body corporate may act as secretary to another company, but not to itself. A single-director company (LTD company type only) must have a separate secretary. All company officers have wide responsibilities in law. The key requirements of a company secretary and director are contained in Information Leaflet No. 16, The Company Secretary and Information Leaflet No. 2, Six things that every company director should know about company registration.

A company secretary must be over the age of 18 years under section 131 Companies Act 2014.

The directors of a company shall have a duty to ensure that the person appointed as secretary has the skills or resources necessary to discharge his or her statutory and other duties. Under section 1112 Companies Act 2014, there are qualifications to act as a secretary of a Public Limited Company.

The directors of a PLC shall have a duty to ensure that the person appointed as secretary has the skills or resources necessary to discharge his or her statutory and other duties and that the person complies with one, or more than one, of the following 3 conditions.

Those conditions are—

- (a) the person, for at least 3 years of the 5 years immediately preceding his or her appointment as secretary, held the office of secretary of a company;
- (b) the person is a member of a body for the time being recognised by the Minister;
- (c) the person is a person who, by virtue of his or her—
 - (i) holding or having held any other position; or
 - (ii) his or her being a member of any other body;appears to the directors of the PLC to be capable of discharging the duties.

Irish resident director

Subject to one exception (see below), at least one of the directors for the time being of a company which is being incorporated is required to be resident in a member State of the EEA.

Definition of residency in Ireland, where such residence is being relied upon as satisfying the EEA-residency requirement pursuant to section 137 Companies Act 2014. Pursuant to section 141 Companies Act 2014, a person is resident in the State at a particular time (the relevant time) if - he or she is present in the State at -

- any one time or several times in the period of 12 months preceding the relevant time (the immediate 12-month period) for a period in the aggregate amounting to 183 days or more, or
- any one time or several times –

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- in the immediate 12-month period, and
- the period of 12 months preceding the immediate 12-month period (the previous 12 month period), for a period (being a period comprising in the aggregate the number of days on which the person is present in the State in the immediate 12 month period and the number of days on which the person is present in the state in the previous 12 month period) in the aggregate amounting to 280 days or more, or that time is in a year of assessment (within the meaning of the Taxes Consolidation Act 1997), in respect of which the person has made an election under section 819(3) of that Act.

For the purposes of subsections (8) and (9) -references in this section to a person's being present in the State are references to the persons being personally present in the State, and a person shall be deemed to be present in the State for a day if the person is present in the State at any time during the day.

Exemption from the requirement to have an EEA-resident director

The requirement to have at least one resident director from a member State does not apply to any company which for the time being holds a bond, in the prescribed form, in force to the value of €25,000 and which provides that in the event of a failure by the company to pay the whole or part of -

- a fine imposed on the company in respect of an offence under the Companies Act 2014 committed by it, being an offence, which is prosecutable by the Registrar of Companies and
- a fine imposed on the company in respect of an offence under section 1078 of the Taxes Consolidation Act 1997 and
- a penalty which it has been held liable to pay under section 1071 or 1073 of the Taxes Consolidation Act 1997,

there shall become payable under the bond a sum of money for the purpose of same being applied in discharge of the whole or part of the company's liability in respect of any such fine or penalty.

The bond must have a minimum period of validity of two years, commencing no earlier than the occurrence of the event giving rise to the requirement for the bond. The surety under the bond must be a bank, building society, insurance company or credit institution.

If, **following incorporation**, a company applies for and is granted a certificate from the registrar of companies that the company has a real and continuous link with one or more economic activities that are in carried on in the State, that company will be exempted from the requirement to have at least one EEA resident director from the date of the certificate, if the certificate remains in force. Application for this certificate is made on Form B67 and must be accompanied by a statement from the Revenue Commissioners made within two months of the date of the application by a statement that the Revenue Commissioners have reasonable grounds to believe that the company has such a link.

Application for this certificate is made on **Form B67** and must be accompanied by a statement from the

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Revenue Commissioners that the company has a real and continuous link with one or more economic activities being carried on in the State. This statement must be within two months of the date of the application.

Number of Irish directorships

A person shall not at time be a director of more than 25 companies. Certain companies, however, are not reckoned for the purpose of calculating the number of companies of which a person is director. The following categories of company are not reckoned in the assessment of a person's number of directorships:

- a public limited company.
- a company in respect of which a certificate under section 140 Companies Act 2014 is in force.

Where a person is director of two or more companies, one of which is the holding company of the other(s), these are counted as one company.

In addition, where the company is a company falling within one or more categories of company specified in the table to section 142 Companies Act 2014, the director or the company may deliver to the registrar Form B68 for his/her consideration.

Table to section 142 Companies Act 2014.

- A company that is the holder of a licence under section 9 of the Central Bank Act 1971 or is exempt from the requirement under that Act to hold such a licence.
- A company falling within any provision (in so far as applicable to a private company limited by shares) of [Schedule 5](#).

Director disqualified in another jurisdiction

If a person who is being appointed director of a company is a person who is currently disqualified under the law of another state (whether pursuant to an order of a judge or a tribunal or otherwise) from being appointed or acting as a director or secretary of a body corporate or undertaking, that person is required by law to ensure that Form A1 is accompanied by a duly completed Form B74.

If there is a failure to file Form B74 where a person being appointed director on the Form A1 is disqualified abroad, or if the Form B74 is false or misleading in a material respect, that person is deemed to be subject to a disqualification order pursuant to section 842 Companies Act 2014. The period of that deemed disqualification is the period then remaining unexpired of the foreign disqualification.

2.2 Roles and responsibilities of Mohill Family Support Centre Board members

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Introduction

Mohill Family Support Centre is a Company Limited by Guarantee. The Board of Directors is made up of members of the community who share the principles and values of Mohill Family Support Centre and are actively committed to implementing the objectives of organisation.

The company is a registered as a charity with Revenue: Charity number (tax) is.

Charity Regulation Authority number: CHY14784

Mohill Family Support Centre Board strive to achieve consensus in decision-making but where this is not possible then a vote of simple majority is used with the Chairperson having the casting vote.

The Board has several subgroups and working groups which alter in their composition and brief from time to time.

Role descriptions

The key role of the Directors of the Company is to set the strategic direction for the organisation and ensure there is proper oversight of the company in all its business.

The Directors are responsible for ensuring that the company is legally and fiscally compliant. This covers all matters from proper accounting to human resource management and there are many specific areas within this that the company must ensure there are adequate policies and procedures in place for. Examples include HR Contracts, Health and Safety, Risk Assessment, Equality and GDPR and Data Protection.

However, it is important to note that the role of the Directors is to ensure that proper oversight is in place rather than to try to be active in these areas directly. The Board can and does delegate authority to sub-committees, working groups, Local Advisory Groups, and the Company employees but it always retains overall responsibility. It may also employ external people such as the company auditor to ensure compliance.

The role of the Directors is one that is increasingly being focused on by funders and other stakeholders. A robust governance framework backed up by appropriate and clear policies and procedures sends out the message that Mohill Family Support Centre is serious about its responsibilities and able to discharge them transparently. It serves to indicate that Mohill Family Support Centre takes its governance role seriously. This increases credibility for the Mohill Family Support Centre as an organisation.

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Internal policies and procedures-role of all members

The Board must take the lead in this area by:

- Identifying the internal policies that are necessary for Mohill Family Support Centre
- Making sure that these are developed (the Board may delegate this to the Project Coordinator or subgroup role i.e., a policy is drafted by the Coordinator and then comes to Board for discussion and ratification and the outcome is minuted)
- Making sure that policies are backed up by appropriate procedures
- Making sure that policies are reviewed and updated annually or if legislation changes

SPECIFIC ROLES

Chairperson

This role is about leadership of the organisation and ensuring that the various parts of the structures work well together. The Chairperson creates the conditions for good discussion and debate leading to informed decision-making in the best interest of Mohill Family Support Centre. The Chairperson ensures that there are effective reporting mechanisms in place within the organisation so that the Board is making decisions based on all available information. The Chairperson plays a key role in identifying new members and supporting their induction.

The Chairperson is responsible for the on-going development of the Board so that they are equipped to carry out their job as Directors

Specifically, the Chair also does the following

- Works closely with the Company Secretary and Project Coordinator to prepare agendas for the Board meeting and plan the meeting.
- Arranges/provides online support and supervision for the Coordinator of Mohill FSC.
- Chairs the Board meetings effectively so that all information is available and discussed and decisions are made. (In the event that consensus cannot be reached on a decision, the Chair may call for a vote and if the vote is evenly split the Chair has the casting vote.)
- Ensures that there is follow-through on decisions made at Board
- Manages and facilitates resolution of any conflict within the organisation or among the Directors
- Acts decisively if necessary, between meetings where a decision is needed urgently and it is not possible to consult other Board members. (This would be an unusual situation and normal practice in between meetings would be for the Chair to consult with the sub committee's)
- Signs cheques, minutes, funding applications, annual accounts etc as necessary
- Supports the Secretary and Treasurer in their roles

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- Is a member of the HR/Staff liaison sub committee
- Represents the organisation at key external meetings where the Board need to be present

Treasurer

The main role here is to oversee the finances of the organisation and ensure fiscal compliance.

The role involves the following:

- Liaising with the Coordinator and administrator to ensure that reporting to the Board on the state of the company's finances (includes presenting the accounts at the AGM) happens in a way that Directors can easily understand
- Overseeing the preparation of budgets and reports given to the Board about financial matters
- Ensuring annual accounts are completed and in order and liaison with the accountant/auditor if necessary, to this end.
- Ensuring that financial controls are adequate and that budgets are realistic for all areas
- Ensuring that the cash flow is sufficient for the needs of Mohill FSC
- Ensuring that all funder requirements are met with regard to financial reporting

Secretary

The role of Secretary is to take minutes at meetings and distribute them with all relevant papers well in advance of meetings (including AGM) this can also be delegated to Coordinator of Mohill FSC. The Secretary will be required to assist the Chair with planning meeting and to handle correspondence for the Board of Directors They will also make any practical arrangements for venues etc for Board meetings/events:

The Secretary will be required to look after the Company's regulatory and legal obligations and make sure it operates within the terms of its Articles and Memoranda of Association. (This is the company's governing document, and it sets down how the company will conduct its business. It outlines the company's powers, its membership rules, how the Board operates and the purpose and objectives of the company.)

This role involves items such as sending returns annually to Companies' Registry Office and supporting the Chairperson and Project Coordinator produce Mohill FSC annual Report.

In Mohill FSC as in many organisations in the NGO Sector, the secretary role is partly fulfilled by the Project Coordinator.

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2.3 Code of conduct for Board members

Introduction

A code of conduct is an agreement between individual members and the organisation that sets the standard of what is acceptable from Board members of Mohill FSC.

Board members sign up to the code to demonstrate their commitment to the principles of accountability, honesty, fairness, transparency, equitability, and integrity.

Organisational Values

As a board member of Mohill FSC I will abide by the fundamental values and ethos that underpin all the activities of our organisation. I will familiarise myself with these during my induction period as a Board member.

Accountability

Everything Mohill FSC does will be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities and I will play my part in ensuring that this is so.

Integrity and Honesty

As a Board member Mohill FSC of I will act fairly and with integrity, particularly when dealing with clients, colleagues (Board staff and volunteers) and external individuals and agencies.

Transparency

As a Board member of Mohill FSC I will strive to promote an atmosphere of openness throughout the organisation in order to promote confidence to members of the public, staff, Volunteers, beneficiaries and regulators.

Fairness and equitability for beneficiaries, employees and contractors

As a Board member of Mohill FSC I will do all it can to ensure that it is even handed in treatment of all contractors, employees and those who use the services provided. It will be pro-active in encouraging active participation and promoting equality and social inclusion

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In addition to the above I agree to the following:

Law, mission, policies

In my role as board member I will not break the law or any relevant regulations. I will support the organisation's mission and actively promote it. I will abide by organisational policy and procedure.

Conflicts of Interest

As a Board member of Mohill FSC I will always act in the best interests of the organisation. I will declare any conflict of interest or any such circumstance as may be viewed by others as conflicting as soon as it arises. I will submit to the judgement of the Board and do as it requires regarding potential conflicts of interest. I will complete a register of current interests. When I am in doubt I will seek support from my colleagues on the Board. Refer to Mohill FSC Conflict of Interest Policy and procedures.

Person to Person

As a Board member of Mohill FSC I will, in line with organisational policies and ethos, be courteous and respectful in my dealings with fellow Board members, staff, volunteers, beneficiaries or anyone I come into contact with in my role as Board member.

Guardian of the organisation's reputation and confidentiality

As a Board member of Mohill FSC I will not speak as a Board member to the media or any public forum without the prior knowledge and approval of the Chair. When I am asked to represent the organisation any comments, I make will reflect current policy even if I do not agree with same. When speaking as a private citizen I will aim to uphold the reputation of the organisation and those who work and volunteer for it. I will respect organisational, Board and individual confidentiality. I will take an active interest in the organisation's public image.

Refer to Mohill FSC Policy and Procedure on Media Policy, Confidentiality Policy and Code of Conduct Policy.

Personal Gain (monetary/material)

As a Board member of Mohill FSC I will not personally gain from my role as a Board member nor will I permit others to do so because of my actions or negligence. I will document expenses and seek reimbursement according to agreed procedure. I will not accept gifts or hospitality without the consent of the Chairperson. I will use organisational resources responsibly, when authorised in accordance with procedure.

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Commitment to the Board

As a Board member of Mohill FSC at Board level I will embody the principles of good governance in all my actions and live up to the trust placed in me by Mohill FSC. I will abide by the Board governance procedures and practice. I will strive to attend all board meetings and send apologies when I cannot attend. I will prepare for meetings by reading agenda items and other papers sent to me in good time and be prepared to contribute my opinions during meetings. I will respect the authority of the Chairperson. I will maintain a respectful attitude to the opinions of others. I will accept a majority vote. I will maintain confidentiality unless authorised to speak on matters outside Board meetings.

Enhancing governance

As a Board member of Mohill FSC I will participate in appropriate induction, training and development Board activities.

As a Board member of Mohill FSC I will support the Coordinator in his/her executive role and the Chairperson in his/her leadership role.

Leaving the Board

I understand that any substantial breach of this code may result in my removal from the board.

Should I wish to resign from the Board I will inform the Chairperson in writing, stating my reasons for resigning. I will participate in an informal exit interview if necessary.

Reviewed:

Signed: _____ Date: _____

Board member of Mohill FSC

Print Name:

2.4 Principles of Good Governance-Commitment of the Board Mohill Family Support Centre CLG Governance Code 2020 (Charities Regulator)

The Board of Directors of Mohill FSC commit to the following principles as outlined in the Governance Code.

Principle 1: Advancing charitable purpose

1.	Core standards for advancing charitable purposes	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions
1.1	Be clear about the purpose of your charity and be able to explain this in simple terms to anyone who asks	Included as objective in Mohill FSC, 3-year strategic plan (2020- 2023)	Included in three-year strategic plan
1.2	Consider whether any private benefit arises.	N/A	N/A
1.3	Agree an achievable plan for at least the next year that sets out and budgets what you will do to advance your purpose.	Three-year strategic plan (2020- 2023)	Operational Plan for 2020 (including budgets) approved by Mohill FSC Board at BoD meeting in January 2020
1.4	Make sure your charity has the resources it needs to do the activities you plan. If you do not have the resources, you need to show a plan for getting those resources.	Tusla core funding SLA submitted in Dec 2019 for 2020 allocation. Pobal contract submitted in 2019 for two-year contract for Community Services Programme	Finance report as agenda item at every BoD meeting. Chairperson signs off on SLA and funding applications when required to do so.
1.5	From time to time, review what you are doing to make sure you are still acting in line with your charity's purpose; and providing public benefit.	Three-year strategic plan 2020- 2023	Operational Plan 2020 included outcome evaluation plan with Mohill FSC service users and feedback process from other stakeholders
	Additional standards	Actions we take to meet standards	Evidence of our actions
1.6	Develop your charity's strategic plan and associated operational plans.	Three year strategic and operational plan (2020- 2023)	Three year strategic and operational Plan and sent out by email to BoD Dec 2019 for review and brought forward to BoD meeting in January for approval
1.7	Make sure there is an appropriate system in place to monitor progress against your plans;	Three year strategic and operational plan (2020- 2023)	Annual review of operational plan
1.7b	Make sure there is an appropriate system in place to evaluate the effectiveness of the work of your charity	Three year strategic and operational plan (2020- 2023)	Annual review of operational plan
1.8	From time to time, consider the advantages and disadvantages of working in partnership with	Working with at local and national level	Leitrim Development Company. Leitrim County Childcare Care Committee, National Forum of

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	other charities, including merging or dissolving.		Family Resource Centres.
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Principle 2: Behaving with Integrity

2	Core standards for behaving with integrity	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions
2.1	Agree Mohill FSC values and publicise these, so that all involved understands the way things should be done and how everyone is expected to behave.	Ethos and mission statement named in strategic plan and our Mohill FSC website	Ethos and mission statement named in strategic plan and our Mohill FSC website. Also included in Code of Conduct for Directors and Staff of Mohill FSC
2.2	Decide how we deal with conflicts of interests and conflicts of loyalties. Decide how we will adhere to the Charities Regulator's guidelines on this topic.	Conflict of Interest policy Conflict of Loyalty policy	Conflict of Interest as agenda item at BoD meetings
2.3	Have a code of conduct for Board signed by all charity trustees. Expected standards of behaviour from charity trustees must be clear. This includes what to do in relation to gifts, hospitality, out-of-pocket expenses and maintaining confidentiality	Mohill FSC have a finance and risk management subcommittee	Code of Conduct Policy which clearly defined what is expected of the Directors and staff of the company

Principle 3: Leading people

3	Core standards for leading people	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions
3.1	Be clear about the roles of everyone working in and for your charity, both on a voluntary and paid basis.	All staff contracts of employment and staff handbook updated in 2018	Updated contract of employment to be signed off by BoD in Feb 2018 Contract of Employment and terms and conditions reviewed in 2019
3.2	Make sure there are arrangements in place for the effective involvement of any volunteers, including what to do if any problems arise.	Volunteer policy and induction training.	All volunteers participate in induction training and sign off on Mohill FSC Volunteer handbook. Volunteer policy reviewed every 3 years
3.3	Make sure there are arrangements in place that comply with employment legislation for all paid staff including recruitment, support, supervision and appraisal, training and development,	Contract of employment for staff reviewed in 2019. Recruitment policy updated and signed of BoD in 2019	All Mohill FSC employees has signed employment contract, regular line management (recorded), external supervision, annual appraisal (recorded) and access to individual personnel file. Team meeting minutes,

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	remuneration and dismissal		minutes from Board of Management meetings, recruitment process (recorded) kept on file in accordance with GDPR
3.4	Agree operational policies where necessary, to guide the actions of all involved in Mohill FSC	Strategy and Operational Plans	3 strategic plan and 2020 operational plan
3.5	Make sure to document the roles, legal duties, and delegated responsibility for decision-making of: • individual charity trustees and Board; • any sub-committees or working groups; • staff and volunteers	Plan to review all organisational policies, as identified in Strategic Plan 2020-2023	All volunteers participate in induction training and sign off on Mohill FSC Volunteer handbook. Volunteer policy reviewed every 3 years Reviewed of policies and procedures in 2021
3.6	Make sure that there are written procedures in place which set out how volunteers are recruited, supported, and supervised while within your charity and the conditions under which they exist	Strategic review	All volunteers participate in induction training and sign off on Mohill FSC Volunteer handbook. Volunteer policy reviewed every 3 years
3.7	Decide how you will develop operational policy in your charity. You also need to decide how your charity trustees will make sure that the policy is put in place and kept up to date.	Plan to review all organisational policies, as identified in Strategic Plan 2020-2023	Updated/review Governance, review Employment Contracts and Staff Handbook (policies and procedures)

Principle 4: Exercising control

4	Core standards for leading people	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions
4.1	Ensure Mohill FSC's current legal form and governing document are fit for purpose. Make changes if needed, inform Charities Regulator of changes.	Board members developing of Governance/Directors Handbook	DRAFT For year end 2020 sent to Governance subcommittee for review. Going to overall Board for Board meeting in 2021
4.2	Find out the laws and regulatory requirements that are relevant to your charity and comply with them.	Work with National Forum of Resource Centres and avail of information and training when offered. Currently FRC's have no support Agency to gain HR advice from if needed	Applying to the terms and conditions set out by Mohill FSC at a local and national level. Complying with the Charity Regulator legislation.
4.3	If your charity raises funds from the public, read the Charities Regulator's guidelines on this topic and make sure that your charity adheres to them as they	During 2020 Board members will discuss and consider Charities Regulator's 'Guidelines for Charitable Orgs on Fundraising from the Public.' By Dec 2020 Mohill FSC will have	Mohill FSC is seeking guidance from their auditors having a plan in place and implementing SORP.

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	apply to your charity	updated its Fundraising Policy and will have a plan in place re training and support for staff/volunteers involved in fundraising	The board of charity trustees is committed to complying with the principles set out in the Guidelines.
4.4	Make sure we have appropriate financial controls in place to manage and account for our charity's money and other assets.	New procedures put in place for financial management in 2019. Terms of Reference in place for Finance and Risk Management Sub Committee Financial Report as Agenda item at all BoD meetings	BoM approve updated financial management systems, Annual audited accounts, signed monthly BoM meeting minutes which includes a financial report and Finance and Risk Management meet quarterly to go through budgets with the Coordinator or more frequently if needed.
4.5	Identify any risks your charity might face and how to manage these	Finance management is a set agenda item at every BoD meeting with reference to Charities Regulator's 'Guidelines on Risk Management for charities'	Risk Management Assessment in place and reviewed on annually. regarding all elements of the organisation. Mohill FSC started a reserves fund in 2019 to cover the 3 months operational running of the organisation Agenda and minutes from Board of Management meetings
4.6	Make sure your charity has appropriate and adequate insurance cover.	Mohill FSC has in place appropriate and adequate insurance cover.	The organisation has adequate insurance-public liability, employee's, and directors' liability etc. Insurance policy
4	Additional standards	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions
4.7	You should have written procedures to make sure that you comply with all relevant legal and regulatory requirements.	Board members developing of Governance/Directors Handbook	See action 4.1
4.8	Make sure there is a formal risk register that your board regularly reviews.	Finance and Risk management is an agenda item at every BoD meeting. Mohill FSC have in place a formal risk register, which will be reviewed annually by the Board	Agenda and minutes from Board of Management meetings
4.9	Consider adopting additional good practice standards that are relevant to the particular work that your charity does.	Work with National Forum of Resource Centres and avail of information and training when offered. Currently FRC's have no support Agency to gain HR advice from if needed	All additional updated standards will be presented to BoM for consideration and adoption
Principle 5: Working effectively			
5	Core standards for leading people	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions

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5.1	Identify charity trustees with the necessary skills to undertake any designated roles set out in your governing document and other roles as appropriate within the board.	Mohill FSC has a recruitment policy and procedure, including Directors induction process in place.	BoD to review recruitment policy and procedure, including Directors induction process in 2021
5.2	Hold regular board meetings. Give enough notice before meetings and provide prepared agendas.	Planned monthly meetings. Dates and times agreed in advance	Minutes, Agendas, Manager's, and Family Support Workers report. Additional Information sent to all BoD members ahead of BoD meetings
5.3	At a minimum, your board agendas should always include these items reporting on activities, review of finances and conflicts of interests and loyalties.	Report from Coordinator and Family Support Worker, which is read out by the Coordinator, financial report on every BoD meeting agenda. Conflicts of interests and loyalties an Agenda item at every BoD meeting	Agenda and minutes from BoM meetings
5.4	Make sure that your charity trustees have the facts to make informed decisions at board meetings and that decisions are recorded accurately in the minutes	Agenda items requiring decisions are identified. Any necessary additional information is prepared as a report and sent ahead of BoM meeting	Agenda and minutes from BoM meetings
5.5	Consider introducing term limits for your charity trustees, with a suggested max of nine years in total.	Term limit is 9 years as per SLA	Term limit is 9 years as per SLA
5.6	Recruit suitable new charity trustees as necessary and make sure they receive an induction.	Recruitment Policy in place regarding new Directors coming on to the Board	Recruitment Policy in place regarding new Directors coming on to the Board
5.7	Make sure all of your trustees understand their role as charity trustees; the charity's governing document; and this Code.	Directors training on the roles and responsibilities was held in 2019 with all Directors	Term of Reference in place for all subgroups and Board Meetings
5.8	Commit to resolving problems and emerging issues as quickly as possible and in the best interests of Mohill Family Support Centre	Conflict resolution policy in place Complaints Policy in place Conflict of Loyalty Policy in place	To be reviewed in 2021 by the Board
5.9	From time to time, review how your Board operates and make any necessary improvements.	Review of Board operations take place annually Development of Updated Governance/Directors Handbook	See action 4.1
5	Additional standards	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions
5.10	Make sure you send out board packs with enough notice and include all relevant reports and	Agenda items requiring decisions are identified. Any necessary additional information is sent ahead of BoD	Agenda and minutes from BoM meetings

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	explanatory papers to enable informed decision making.	meeting	
5.11	Make sure that you have a charity trustee succession plan in place and consider how you can maximise diversity among your charity trustees.	Recruitment of trustees to be included in review recruitment policy and procedures	To be reviewed in 2021
5.12	Put in place a comprehensive induction programme for new charity trustees.	Induction procedure is in place for all new Directors regarding the running of the organisation and the policies and procedures of the company	Induction procedure is in place for all new Directors regarding the running of the organisation and the policies and procedures of the company. Induction for new Directors is completed once elected on to the Board
5.13	Conduct a regular review that includes an assessment of the effectiveness of your board, office holders and individual charity trustees; adherence to the board code of conduct and the structure, size, membership and terms of reference of any sub-groups	Regular review of Board operations and to develop a Directors Handbook.	See action 4.1
5.14	Do regular skills audits and provide appropriate training and development to charity trustees and staff. If necessary, recruit to fill any competency gaps on the board of your charity.	Recruitment of Directors include the skills net required for the Board	To be included in the Directors handbook when been developed

Principle 6: Being Accountable

6	Core standards for leading people	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions
6.1	Make sure that the name and Registered Charity Number (RCN) of your charity is displayed on all your written materials, including your website, social media platforms and email communications.	Included in induction process for new staff.	Regular checks and observations. Minuted in team meeting minutes if needed
6.2	Identify your stakeholders and decide how you will communicate with them.	Strategic Plan	Strategic objectives translated into Operational Plan
6.3	Decide if and how you will involve your stakeholders in your planning; decision making; and review processes.	Strategic Plan	Strategic objectives translated into Operational Plan and programmes Mohill FSC run
6.4	Make sure you have a procedure	Review all organisational policies every	Policy documents will include

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	for dealing with queries, comments and complaints.	3 years or when the legislation changes. Complaints Policy Grievance Policy	policies and procedures on queries, comments, and complaints.
6.5	Follow the reporting requirements of all of our funders and donors, both public and private.	On-going adherence to reporting requirements in signed SLA and other funding contracts	Submission of TUSLA's monthly, Quarterly and biannual reporting. Submission of Quarterly Returns to Pobal. Reports with other funders (LDC, Leitrim Development Company).
	6 Additional standards	Actions Mohill Family Support Centre take to meet standards	Evidence of our actions
6.6	Produce unabridged (full) financial accounts and make sure that these and your charity's annual report are widely available and easy for everyone to access.	Annual Audited Accounts	Accounts on our website once signed of by the Directors
6.7	Make sure all codes and standards of practice to which your charity subscribes are publicly stated.	Codes and standards of practice to be included in Directors Handbook when completed	Codes and standards of practice included in Staff Handbook Codes and standards of practice to be included in Directors Handbook when completed
6.8	Regularly review any complaints your charity receives and take action to improve organisational practice.	Regular review of complaints to be included in Directors Handbook when developed at year in 2020. As part of our SLA Mohill FSC is required to submit information about complaints received to TUSLA quarterly	Include in Directors Handbook when developed. Information regarding complaints received submitted to TUSLA quarterly as part of our reporting requirements

We confirm that our organisation is committed to the standards outlined in these principles. We commit to reviewing our organisational practice against the recommended actions for each principle every year.

Signed: _____

Date: _____

Position on Board: _____

Print Name: _____

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2.5 Duties and expectations of Directors

The Duties of the Company Directors are to

- Act independently in a personal capacity in promoting the aims of Mohill FSC in line with its governing document. (This means that where a Board member is on a number of Boards or employed in a particular organisation, they must leave this interest aside when acting as a Mohill FSC Board member and act only in the interests of Mohill FSC)
- Set and protect the values and principles by which Mohill FSC operates
- Set the Strategic direction for the work of the Mohill FSC. This is done by creating a 3-year strategic plan with a built in annual review. The strategic plan sets down the Mohill FSC vision, mission, principles, and values along with a number of key strategic aims and objectives. The strategic plan guides the operational/action planning throughout the organisation thus ensuring that Mohill FSC is always working towards achieving its core mission. This process is completed with stakeholder involvement.
- Ensure that Mohill FSC has the resources in place to carry out its work according to set plans/programmes and that the company structures also facilitate this (including needs assessment and evaluation).
- Ensure that all key stakeholders have input that is appropriate to their relationship with Mohill FSC
- Ensure that human resource issues are dealt with and that staff are adequately supported to carry out their work
- Ensure that funder requirements are met
- Ensure that the rules of the governing document are met e.g., AGM, annual report, CRO, TUSLA, Pobal and other funders.
- Ensure that charitable regulatory requirements are met
- Ensure that the company is compliant as a legal entity (e.g., reporting, returns, accounts, rotation of officers)
- Work collectively for the good of Mohill FSC as a team that respects difference and strives to find consensus

Expectation of all Directors:

- Familiarise themselves with the organisation, its structures and work programmes and trends affecting the sector that impact Mohill FSC
- Attend meetings or if they cannot attend, send apologies in good time
- Read all papers and prepare well in advance of Board meetings so they can contribute to discussion and decision-making

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- Participate actively at meetings
- Participate in training, planning and sub-group activities
- Report from any sub projects they represent at Board
- Represent DVAS as required/agreed
- Adhere to the code of conduct and all other policies of DVAS including that of confidentiality
- Support staff in their roles
- Support the Chair to execute her role well

Fiduciary duties of Director's as set out in Companies Act 2014.

The principal fiduciary responsibilities of a director are set out in Part 5 of the Companies Act 2014.

There is a requirement on a director to act in good faith, to act honestly and responsibly and to act according to the company's constitution. There is a requirement for the directors to have regard to the interests of the company's employees as well as to the interest of the members. Under section 231 of the Act, there is a duty on directors to disclose any interest they have in contracts made by the company. The duties set out in the Act are not exhaustive and will still require directors to consider obtaining legal advice concerning compliance with their duties.

Section 228 states: 1) A director of a company shall—

- a) act in good faith in what the director considers to be the interests of the company.
- b) act honestly and responsibly in relation to the conduct of the affairs of the company.
- c) act in accordance with the company's constitution and exercise his or her powers only for the purposes allowed by law;
- d) not use the company's property, information, or opportunities for his or her own or anyone else's benefit unless—
 - (i) this is expressly permitted by the company's constitution; or
 - (ii) the use has been approved by a resolution of the company in general meeting.
- e) not agree to restrict the director's power to exercise an independent judgment unless—
 - (i) this is expressly permitted by the company's constitution; or
 - (ii) the case concerned falls within subsection (2)

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f) avoid any conflict between the director's duties to the company and the director's other (including personal) interests unless the director is released from his or her duty to the company in relation to the matter concerned, whether in accordance with provisions of the company's constitution in that behalf or by a resolution of it in general meeting.

g) exercise the care, skill and diligence which would be exercised in the same circumstances by a reasonable person having both—

- (i) the knowledge and experience that may reasonably be expected of a person in the same position as the director; and
- (ii) the knowledge and experience which the director has; and

h) in addition to the general duty under section 224 (duty to have regard to the interests of its employees in general), have regard to the interests of its members.

(2) If a director of a company considers in good faith that it is in the interests of the company for a transaction or engagement to be entered into and carried into effect, a director may restrict the director's power to exercise an independent judgment in the future by agreeing to act in a particular way to achieve this.

(3) Without prejudice to the director's duty under subsection (1)(a) to act in good faith in what the director considers to be the interests of the company, a director of a company may have regard to the interests of a particular member of the company in the following circumstances.

(4) Those circumstances are where the director has been appointed or nominated for appointment by that member, being a member who has an entitlement to so appoint or nominate under the company's constitution or a shareholders' agreement.

2.6 Sub committees – Terms of Reference

Audit & Finance Committee Terms of Reference

Membership

The Committee shall be appointed by the Board and shall consist of not less than three Directors. Members shall serve a period of three years from date of appointment. At least one member of the Committee shall have recent and relevant financial experience.

The Chair of the Committee shall be appointed by the Board. The Company Secretary or her nominee, as

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agreed with the Chair of the Committee, shall act as Secretary to the Committee.

Meetings & Minutes

Attendance

A quorum shall comprise two members. Only members of the Finance & Risk Management Committee are entitled to attend and vote at meetings. The Projector Coordinator while not members of the Committee will normally attend meetings. A representative of the External Auditor should, at the invitation of the Chair, attend meetings convened to discuss the nature and scope of the annual external audit.

The Finance & Risk Management Committee should have a discussion with the External Auditor at the Committee's discretion as and when required but at least once a year, without executive members of the Board or other employees present, to ensure that there are no unresolved issues of concern.

Frequency

Meetings shall be convened at the discretion of the Chair but shall be held at least four times per annum. Such meetings should coincide with key dates in the financial reporting cycle. The Board, Manager, and/or the External Auditors may also request further meetings if they consider it are necessary to do so.

Minutes

The Secretary shall be responsible for recording the minutes of each meeting. Minutes of meetings will be circulated to all Members in advance of their formal adoption by the Committee.

Authority

The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee. It is also authorised to seek any information it requires from the External Auditor. The Committee is also authorised to obtain outside legal or other independent professional advice if considered necessary and if necessary, invite outsiders with relevant experience to attend meetings. The Chair of the Board is to be kept informed of any such activities.

Duties and Responsibilities

The duties and responsibilities of the Finance & Risk Management Committee are to assist and where relevant make recommendations to the Board on the discharging of its responsibilities as they relate to external financial reporting, external and internal audits, ensuring that an effective system of internal control, comprising financial, operational controls, compliance, and risk management, is maintained, and operated, and in particular:

Internal Controls

a) to assist the Board in fulfilling its responsibilities in ensuring the appropriateness and completeness of the system of internal control, reviewing the manner and framework in which management ensures and monitors the adequacy of the nature, extent, and effectiveness of internal control systems, including accounting control systems and thereby maintaining an effective system of internal control.

b) to review and make recommendations on Mohill FSC financial policies and procedures to the full Board.

Financial Statements

a) to ensure that Mohill FSC keeps proper accounts.

b) to review the annual financial statements and submit any recommendation to the Board

External Auditors

a) to consider and recommend the appointment, reappointment and removal of the External Auditor, the audit fee and any questions of resignation or dismissal.

b) to develop and implement a policy on the engagement or the award of contracts to the External Auditor or affiliate for non-audit work, considering relevant best practice and ethical guidelines.

c) to ensure that the external auditors are aware of the corporate governance requirements outlined in the Governance Code and Funder requirements

d) to discuss with the External Auditor before the audit commences the nature and scope of the audit.

e) to discuss matters arising from the interim and final audits and any other matters the External Auditor may wish to discuss.

f) to resolve disagreements regarding financial reporting between Management and the External Auditor.

g) to monitor and review at least annually the performance, qualifications, expertise, resources, and

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independence of the External Auditor.

h) to annually assess the effectiveness of the external audit process

Other Activities

a) to consider and make recommendations to the Board on the annual operating plan and budget for Mohill FSC

b) to consider other topics or matters delegated to it by the Board.

The Finance and Risk Management Committee is not responsible for reviewing executive decisions or for monitoring the efficiency of management.

Reporting Procedures

The Chair shall report formally to the Board on the Committee's proceedings after each meeting on all matters within its duties and responsibilities. The Committee shall compile a report describing its membership and its duties and activities during the year, to be included in the Annual Report and Accounts.

The Manager and Administrator will ensure that all information relevant to the discharge by the Committee of its responsibilities, as detailed above, is provided to the Committee (as requested by the Committee). Management will also ensure that matters of material concern that are relevant to the Committee's responsibilities are brought to the attention of the Committee promptly.

Review

On an annual basis, the Committee will review the effectiveness of its operations and report to the Board on its findings and recommendations.

On an annual basis, the Committee will review these terms of reference and make recommendations on updating or amending them to the Board as appropriate.

Signed _____

Date Adopted _____

Position on Board _____

PRINT NAME

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2.7 Conflict of Loyalty or Interest policy Board Members & Register of Interests

Introduction

A policy on conflict of interest has three essential elements:

- FULL DISCLOSURE.

Board members and staff members in decision-making roles should make known their connections with groups/individuals doing business with the organization. This information should be provided annually using the template provided and results recorded formally in Board minutes

- BOARD MEMBER ABSTENTION FROM DISCUSSION AND VOTING.

Board members who have an actual or potential conflict of interest should not participate in discussions or vote on matters affecting transactions between the organization and the other group/individual.

- STAFF MEMBER ABSTENTION FROM DECISION-MAKING.

Staff members who have an actual or potential conflict should not be substantively involved in decision-making affecting such transactions.

What is a conflict of interest?

A conflict of interest arises where an individual's personal or family interest and/or loyalties to some other group or individual conflicts with their role as a member of the Board of Mohill FSC. Such conflicts can

- Inhibit free discussion
- Result in decisions or actions that are not in the interest of Mohill FSC
- Risk the impression that Mohill FSC has acted improperly.

Purpose of a conflict Loyalty policy

The purpose of this policy is to protect Mohill FSC, the Board members and senior staff involved in decision-making from any appearance of impropriety or any actual improper behaviour. In the event of legal challenge, the role of the policy becomes vital.

What to do if you think you have a potential or actual conflict of interest or loyalty

All conflicts of interest, whether actual or potential, must be declared promptly at the earliest possible opportunity. These issues may not be clear cut so any doubt should be explored with the Chairperson who can help direct on such matters.

- Any member who has a financial interest or benefit in the matter under discussion should declare the nature of their interest and withdraw from the room for the duration of that

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discussion.

- If a member has any interest or loyalty in the matter under discussion which creates a real danger of bias i.e., they or someone close to them are particularly affected by the discussion/decision then they should withdraw from the room for the duration of the discussion
- If a member has an interest or loyalty which does not create a danger of bias but might be reasonably perceived by others as causing a danger of bias, then they should declare their interest but may remain in the room and participate in the discussion.
- If a member fails to declare an interest or loyalty that is known to the Secretary or the Chairperson, then the Chairperson will declare that interest.

All members will complete the register of interests and this will be updated annually at the AGM or the first meeting of the new Board after the AGM.

In the event of the Board having to decide upon a question in which a member has an interest, all decisions will be made by vote with a simple majority required. The meeting must be quorate. Interested parties will not be counted when deciding if the meeting is quorate. Interested members may not vote on matters they have a declared interest in.

All decisions under a conflict of interest or loyalty will be recorded and reported in the minutes of the meeting.

The report will record:

- The nature and extent of the conflict
- An outline of the discussion
- The actions taken to manage the conflict

If you are not sure when and what to declare it is best to err on the side of caution. The updated register must be appended to this policy. All new Board members must complete the register.

Signed: _____ Position: _____

Print Name: _____

Date: _____

Name of Member and position on the Board	Description of any interest	State whether the interest affects a member, or someone connected to/close to the member	Is the interest current

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Register of current interests (Template)

SIGNATURE OF MEMBER DECLARING THE INTEREST:

SIGNATURE OF CHAIRPERSON:

DATE: _____

2.8 Confidentiality Statement

The Board of Directors, employees and volunteers are required at all times to maintain absolute confidentiality in respect of matters which come to their knowledge in the course of their work. This includes matters internal to Mohill FSC CLG and matters in relation to the organisation's users. This does not apply to communications properly made by them in the normal conduct of work for Mohill FSC CLG or when specific consent to disclose information has been given by Management.

Signed: _____ Position: _____

PRINT NAME: _____

Date adopted by Board: _____

2.9 Gifts and Donations

Mohill FSC is a charity. Its Board of Directors are unpaid volunteers, and the organisation is funded through the public sector for its work. Friends, service users and benefactors also support the organisation through fundraising and donations from time to time. All these funds go to providing a service for the public and maintaining Mohill FSC legal and other obligations as a charity and a limited company.

It is the policy of Mohill FSC that no staff member, Director, volunteer, or anyone else associated with providing a service as part of the charity be the recipient of gifts or donations of money given to them for their own private use. This includes 'in kind' gifts e.g., meals in a restaurant or a hotel stay.

However, we recognise that some people may wish to give a thank you gift to an individual from time to time.

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The policy here is that no money may be accepted but a small gift may be accepted to the value of no more than €10. Any such gift must be declared to the Coordinator or in the case of Directors, to the Board at a meeting and recorded in the minutes and no more than one gift may be accepted from any person over time.

Donations towards the provision of Mohill FSC services are acceptable and welcome. These will be accounted for in the annual accounts as a cumulative sum. We will make a public acknowledgement of and thanks for all donations and contributions.

Signed: _____ Position: _____

PRINT NAME: _____

Date adopted by Board: _____

2.10 Equality Statement and Policy Commitment

1. Policy Statement

The aim of this policy is to state the commitment of the Voluntary Board Of Directors, Employees and Volunteers of Mohill Family Support Centre CLG to equal treatment and promotion of equality of opportunity both within the Centre and through the work of the Centre. It is the policy of Mohill Family Support Centre CLG to treat all people equally irrespective of

- Gender
- Civil status
- Family status
- Age
- Race
- Religion
- Disability;
- Sexual Orientation
- Membership of the Traveller Community.

Mohill Family Support Centre CLG is opposed to all forms of discrimination and is committed to:

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- Promoting a working environment that is inclusive and where everyone is treated fairly and with dignity and respect.
- Preventing any form of direct or indirect discrimination or victimisation.
- Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice.
- Taking appropriate action to address any breaches of this policy.

2. Implementation

The Voluntary Board of Directors of Mohill Family Support Centre CLG in partnership with the Coordinator is responsible for implementing this policy and will:

- Ensure that the policy and procedures is communicated to all employees and volunteers, through appropriate induction, management and employees' training, team meetings and support and supervision
- Make sure that the policy is displayed on notice boards, included in the Employee Handbook, and highlighted during induction and in any information booklets for service users using the Centre.
- Use non-discriminatory recruitment and selection processes for employees, volunteers and students seeking work experience in relation to employment, promotion, training, or any other benefit.
- Provide resources to fulfil the aims of this policy as far as it is reasonably required.
- Use an appropriate equality proofing template (Appendix 1) to equality proof the work of the Centre.

3. Dealing with Complaints

Employees who believe they have experienced any form of discrimination, harassment or victimisation should raise the matter through Mohill Family Support Centre CLG Grievance Procedures. All complaints in relation to discrimination will be dealt with seriously and in line with the principles of natural justice. Every effort will be made to ensure that an employee making a complaint will not be victimised and any complaint of victimisation will be duly investigated.

Any volunteer, service user or visitors to the Mohill Family Support Centre CLG who believes that they have experienced any form of discrimination, harassment or victimisation are entitled to approach the Coordinator and to be advised on how to pursue their complaint through the Centre's complaints procedure.

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These procedures do not detract from the right of any individual to pursue a complaint under the-

- Employment Equality Acts, 1998 – 2015,
- The Equal Status Acts, 2000 - 2015 and / or other relevant legislation.

4. Monitoring and Equality Proofing

The implementation of this Policy and the equality proofing of the work of the Centre will be reviewed every two years.

This Policy ratified at a meeting of the Voluntary Board of Directors of Mohill Family Support Centre CLG on:

Date:

Signed by the Chairperson:

Appendix 1

EQUALITY PROOFING

What does 'Equality Proofing' involve?

Equality Proofing involves placing equality at the centre of all plans and decisions made. It includes:

- Assessing the impact of plans on groups experiencing inequality.
- Resourcing participation of those affected by inequality.
- Focussing attention on equality outcomes.

Equality Proofing Template

The purpose of this document is to provide groups with a practical template to support them to equality proof their work-plans. The document has been adapted from the work of the Equality Authority (merged with the Irish Human Rights Commission in 2014).

Why An Equality Proofing Template?

This template seeks to provide guidelines to support Family Support Centre CLG in equality proofing our plans as an organisation. The template consists of three linked stages – pre-proofing, the proofing moment and post-proofing. **The focus is on the 'proofing moment'.**

There are several reasons why an equality-proofing template is important:

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1. It provides an opportunity for Mohill Family Centre Support Centre CLG to reflect on the provisions of the Equal Status Act and or relevant legislation) and ensure that your plans reflect these and that they contribute to the creation of a more equal society.
2. It enhances the capacity and awareness of groups to realise equality outcomes across all the nine grounds in the equality legislation.

Using the Template

The named target groups of the Mohill Family Support Centre CLG Programme are:

- Isolated Men
- Family Units
- Women
- Children
- Young People
- Older People
- Lone Parents
- People with Disabilities
- Farmers
- Members of Minority Groups
- Travellers
- Unemployed
- LGBT communities
- Tenants and Residents

The template consists of three stages (pre-proofing, proofing, post-proofing), within which different equality dimensions are addressed.

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STEP 1: Pre-proofing considerations.

There are several actions that need to be carried out in order to set the context for equality proofing.

- The participation of groups experiencing inequality needs to be facilitated at all stages of the planning process.

Can you think of ways this could be achieved in your Centre and/or community?

- It is a good idea at this stage to provide equality training to all staff members.

STEP 2: The proofing moment.

This stage involves proofing at the **point of decision-making**. A number of questions have been developed which should be applied to your draft plan before final decisions and priorities are set within your plan.

The process can also be applied to a completed plan as part of your ongoing review.

The questions have been broken down into three areas: **taking account of difference, targeting, and growing the equality agenda**

- Place a tick in the red column if you feel you feel with your group the answer to the question is **No**
- Place a tick in the amber column if you feel your group has partly meet the criteria
- Place a tick in the green column if you feel your group can confidently answer **Yes** to the question

STEP 3: Post proofing considerations

There are several ongoing actions after the plan has been completed that can further build the equality agenda and the equality proofing process.

- Involving equality interests on an ongoing basis in the implementation and the evaluation and review of actions.
- Continuous training and capacity building in how to implement equality objectives and to equality proof.

Signed: _____

Print Name: _____

Date adopted by Board _____

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2.11 Anti-Racism Code of Practice

Mohill FSC recognises that racism is an issue at all levels of Irish society. Our commitment to anti-racism is part of our wider commitment to equality and social inclusion.

Mohill FSC understands racism is a particular form of exclusion faced by minority ethnic groups. It is based on the false belief that some "races" are inherently superior to others because of skin colour, nationality, ethnic or cultural background. Racism denies people their basic human rights, dignity, and respect.

For the purposes of this Code of practice the term 'ethnic minority' refers to Travellers, Roma, People from all ethnic groups we meet and Irish people

Mohill FSC is committed to this code of practice because:

- Racism is a problem in Irish society, and we are challenged to demonstrate an intolerance of racism and solidarity with those who experience it.
- Our community is multi-ethnic and multi-cultural and cultural difference challenges us to do things differently if we are to create positive outcomes for all.
- As in wider society, there is potential for racism in our own organisation and we seek to do what we can to prevent this from finding fertile ground.
- We are actively committed to advancing the objectives of initiatives that seek to root out racist attitudes and practices and facilitate the challenging of racist activities in our community
- We are fully committed to adhering to the Equality Acts 1998 and 2004 and the Equal Status Acts 2000 and 2004 and to advancing equality at all levels.

Mohill FSC commits itself:

To acting against racism by:

- Communicating the anti-racist ethos of our organisation through the display of posters and leaflets in our premises and publishing this code of practice on our website.
- Ensuring that all staff and volunteers attend training and awareness raising around the issue of racism.
- Acknowledging the oppression of women and girls from black and minority ethnic groups in the area of gender-based violence and tailoring our services accordingly.
- On-going examination of our own ethos so that anti-racism is central to our mission and the assumptions that underlie our work are proofed against racism.

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To ensuring our decision-making procedures are anti-racist by

- Actively seeking the participation of minority ethnic members of our community, in our decision-making structures
- Where possible, providing capacity-building supports and mechanisms to ensure this participation is effective.
- Networking with organisations articulating the interests of minority ethnic communities, to secure their input to key decisions and plans.
- Assessing all key decisions (including recruitment and HR) for their impact on people from minority ethnic communities and their contribution to positive outcomes for minority ethnic members of the community.

To promoting anti-racism and Interculturalism in the materials we produce by

- Ensuring materials produced and published are accessible to minority ethnic members of the community.
- Developing materials that promote the organisation in a manner that evidences our anti-racist commitment.

To developing intercultural approaches to our actions and service provision by

- Ensuring that all information gathering and needs assessment work includes a focus on the needs of minority ethnic members of the community, as expressed by themselves.
- Designing actions and services with the needs of minority ethnic members of the community always in mind
- Tracking, through the collection of data, the take-up by and outcomes for minority ethnic members of the community, from our actions and services.

To developing relationships with minority ethnic communities locally and their organisations through:

- Networking and developing partnerships with these organisations in developing our plans and implementing our services where appropriate.
- Asking for information and advice from these organisations with regard to our work with groups they represent
- Including these organisations on our mailing lists.

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To acting in solidarity with minority ethnic communities by

- Supporting campaigns pursued by these communities and taking up their issues in our campaigns.
- Raising these issues in the various fora where we are involved.
- Advocating anti-racist practice within local and national institutions where the opportunity arises.
- Encouraging reporting of racist incidents locally

DATE ADOPTED _____ SIGNED _____

(NOTE: This code of practice is developed using a sample provided in the Toolkit in Lynam, S. *'A Strategy Guide, Supporting the Implementation of the National Action Plan against Racism and Towards EU Year of Intercultural Dialogue 2008.'* Pobal/NCCRI 2007

2.12 Articles and Memorandum of the Company – See attached



2.13 Reimbursement/expenses policy for Board Members

Introduction

The principles that govern this policy are those of supporting voluntary active participation on the Board, and those of reasonableness, transparency, and accountability.

All Board members are volunteers. As such they are not expected to be out of pocket for expenses they incur while carrying out their responsibilities as Board Members.

The work of the Board is crucial to the sustainability of Mohill FSC. Enabling people with the best possible set of skills and experience to sit on the Board is a priority for the organisation.

It is not the Board's intention that any person should be unable to participate on the Board of Mohill FSC due to monetary hardship.

Board members may choose not to claim any expenses should they so wish.

Approved Expenses

All Board members may claim back expenses incurred on travel approved for Board business at the usual rate that applies to volunteers of Mohill FSC.

Approved Board business includes attendance at Board meetings and sub-groups/working groups. This includes interview panels for staff recruitment purposes.

To claim expenses for any other business the Board must approve the claim in advance.

Where a Board member must attend something at short notice the Chair can approve the expenses claim in consultation with the Treasurer. An explanatory note must be attached to this claim and signed by the Chair.

Only approved expenses may be claimed.

Public transport must be used where possible.

Claims may be made using the form supplied by Mohill FSC Coordinator and used by all volunteers.

Signed: _____ Position: _____

Print Name: _____

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Date adopted by Board: _____

2.14 Board Recruitment and Retirement Strategy

Introduction

The Board of Mohill FSC are committed to getting the best available people to become Directors of the Company.

To that end the following will guide recruitment of new Board members, alongside the requirements of our governing document and rules affecting charities.

This strategy must be read alongside the Articles of Association of the Company which sets down the procedures for retirement and election of Directors and other matters regarding Board composition.

Key Areas of skill, knowledge and experience needed on the Board

Board members who are recruited will either have skill, experience and knowledge in key areas or have the capacity to develop these.

- Working with children and vulnerable adults
- Organisational management and project development
- Financial management and oversight
- Governance and compliance in the voluntary and community sector
- Staff management including recruitment
- Planning and evaluation
- Working as part of a team
- Fundraising, Public Relations and Networking
- Marketing
- Running meetings effectively
- Public speaking
- Equality, anti-racist practice and community leadership
- Involving stakeholders
- Policy and advocacy

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- Business experience

How we will recruit Directors and others to the Board and maximise current potential

We will take the time to establish which skills, knowledge and experience we already have and identify where there are gaps.

Where there are gaps, we will actively recruit people who have the capacity to fill those gaps. This will be through use of the Volunteer services, existing networks, and contacts

We will use the co-opted function to get people with the skills and knowledge we need to join in our work on specific issues/projects

We will avail of outside expertise where feasible to strengthen the internal workings of Mohill FSC (advice; facilitation, training).

We will engage in appropriate training to maximise the potential of the existing team of Directors

When we review progress on our three-year strategic plan, this area will be focused on so that we can see what has worked, what has not worked and keep our Board fresh and innovative.

Process for becoming a Board member

A recommendation will be made to the Board to appoint a new member

Once this is approved at a Board meeting, an email will be sent out and the person in question invited to join.

At this point the induction policy and procedure will be activated.

Induction and Training for new members of Board-key areas:

- What Mohill FSC stands for
- Equality and anti-racist practice
- Governance issues
- HR
- Other training will be identified as appropriate

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The Director's handbook will form the basis of induction for new members

New members will be introduced to staff and volunteers, and talked through Mohill FSC role and services by the Coordinator and Chairperson

The new member will sign up to the codes of conduct within the Director's handbook

Retirement

Each year at AGM we will ensure that the correct procedures are adhered to so that space is available for new members to come forward.

Signed: _____ Position: _____

Print Name: _____

Date adopted by Board: _____

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