



Good Governance Code for HHRC

HHRC Committee members play a vital role in serving their causes and their communities. They bring passion and commitment as well as skills and experience to the organisations they lead. This Code aims to support them in that role.

The committee members roles

Members of the committee need to understand their role and responsibilities, both as a group and as individuals, they must

- Look after the club's assets
- Abide to the rules set out in governing documents
- Set and safeguard the clubs vision, values and reputation
- Oversee the work of the club
- Support volunteers.

Doing what we were set up to do

An effective committee will provide good governance and leadership by making sure the organisation does what it has been set up to do. The board will do this by:

- making sure the clubs purposes remain relevant and valid
- making plans for the future and setting a budget that matches those plans
- monitoring progress against the plans and finances against the budget
- reviewing and amending the plans and budget as necessary
- evaluating the results, the organisation achieves and the changes it brings about

working Effectively

An effective committee will provide good governance and leadership by working effectively both as individuals and as a team. The committee will do this by:

- making sure the committee has the necessary skills, experience and diversity to work effectively
- finding and recruiting new board members with the skills, experience and diversity the organisation needs
- providing suitable induction for new board members and providing learning and development opportunities for existing board members
- holding regular, planned meetings
- maintaining effective board relationships
- checking on how well the board is performing from time to time.

Control

An effective committee will provide good governance and leadership by exercising effective control. The committee will do this by:

- making sure the organisation understands and complies with all the legal requirements and regulations that apply to it
- setting good internal financial management controls and regularly ensuring that they are still effective
- setting good internal policies and procedures and keeping them up to date
- regularly identifying the major risks, the organisation faces, reviewing them, and putting procedures in place to manage them

Behaving with integrity

An effective committee will provide good governance and leadership by behaving with integrity – showing their honesty and having strong ethical principles. The committee will do this by:

- protecting and promoting the organisation's reputation
- taking decisions and actions based on ethical standards
- identifying, understanding and managing conflicts of interest
- ensuring that its decisions are made independently.

Openness and accountability

An effective committee will provide good governance and leadership by being open and accountable. It is the role of the committee to give the lead in this both internally (e.g. to its members) and externally (e.g. to funders). The board will do this by:

- communicating openly, informing people about the organisation and the work it does
- listening and responding to the views of beneficiaries, supporters and funders and any others with a legitimate interest in the organisation's work
- handling complaints impartially, effectively and efficiently
- considering the organisation's responsibilities to the wider community e.g. the environmental impact

HHRC Values

Our club commits to provide

- candour
- openness
- transparency

our club ethos remains as

- all ability
- all inclusive
- fun, fit and friendly