

The Governance Code

Additional relevant resources for Governance Code Users, categorised by related topics.

Last updated January 2018

Category	Outline / Name of Resource	Organisation Responsible for the resource	Summary of what the resource contains/helps with	Link
Governing Documents				
	Developing an Annual Report	Carmichael Centre	Advice on what makes a good annual report, including a 12-point checklist.	http://knowledgenet.carmichaelcentre.ie/articles/developing-annual-report
	Template Constitution for charities which are companies (CLGs)	Charities Regulatory Authority	Model constitution for charities which are companies aligned with both Companies Act 2014 and containing necessary clauses required by Revenue Commissioners re charitable tax exempt status.	http://www.charitiesregulatoryauthority.ie/en/CRA/Pages/WP16000067
Documents for the Board & Board Members				
	Code of Conduct for Board of Directors	Carmichael Centre	Sample Code of Conduct, including an appendix on fiduciary duties.	http://www.carmichaelcentre.ie/online-library/governance-code
	Companies Act 2014 factsheet	The Wheel	Explains the relevance of the Companies Act 2014 for charities and voluntary groups.	http://www.wheel.ie/sites/default/files/Companies%20Act%202014%20Information%20Sheet%20.pdf
	Compliance with legal and regulatory requirements	Carmichael Centre	Sample list of legal and regulatory compliance with commentary on how the organisations demonstrates compliance with specific requirements.	http://www.carmichaelcentre.ie/online-library/governance-code
	Conflict of Interests Compliance Statement	Carmichael Centre	Sample conflict of interests compliance statement.	http://www.carmichaelcentre.ie/online-library/governance-code
	Forming a Charity factsheet	The Wheel	Explains the various processes that a group must/can undertake to become a charity as well as options (including pros and cons) for its legal structure.	http://www.wheel.ie/sites/default/files/Forming%20A%20Charity%202016-June%202016.pdf
	Getting to Grips with Governance	The Wheel	An easy-to-read publication that goes through good practice in governance for charities & non profits from A to Z.	http://www.wheel.ie/sites/default/files/Gov%20inside%20FINAL%20reprint%20March%202013.pdf
	Getting your documentation in order for the Governance	Carmichael Centre	List of documents needed for compliance with the Code, under each organisation type.	http://knowledgenet.carmichaelcentre.ie/articles/getting-your-documentation-order-governance-code
	Governance Workbook - focussing on 'Type A' organisations	The Wheel	A practical resource-book targeted at small volunteer-run community groups that brings them through the journey to full compliance with the Governance Code.	https://www.wheel.ie/sites/default/files/TheWheel_SustainableCommunities_Governance%20FINAL%20ELECTRONIC_0.pdf
	Schedule of matters reserved for the board	Carmichael Centre	Sample schedule of matters reserved for board decision.	http://www.carmichaelcentre.ie/online-library/governance-code

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	Tips for Chairing Meetings	Carmichael Centre	Practical tips for the chairperson, including advice on how to deal with problem behaviour.	http://www.carmichaelcentre.ie/online-library/governance-code
	What Makes a Good Chair	Carmichael Centre	Short video on the attributes of a good Chairperson.	http://knowledgenet.carmichaelcentre.ie/news/our-chair-kevin-smyth-explains-what-makes-good-chair
Staff Support & Performance				
	Pay & Benefits survey	Community Foundation for Ireland	A report that provides detailed & relevant information on pay & benefits for the non-profit sector in Ireland (2016)	http://www.foundation.ie/wp-content/uploads/2015/12/National-Guide-to-Pay-and-Benefits-in-CVCh-Orgs-2015.pdf
	The Employers Resource website	Consortium: Carmichael Centre, Adare HR; The Wheel	A website with quarterly newsletter service, containing the latest HR / Employment Law information as well as useful templates for HR-related work.	http://www.erb.ie
	Workplaces that Work	The Wheel	A practical handbook that provides guidance to organisations on staff management and HR legislation	http://www.wheel.ie/sites/default/files/HR%20guide%20-%20FINAL.pdf
Planning				
	Financing Your Future	The Wheel	An easy-to-use guide on building a sustainable income for community & voluntary organisations	http://www.wheel.ie/sites/default/files/Financing%20is%20Fundamental_0.pdf
	Setting Up a New Community / Voluntary Organisation or Charity	Carmichael Centre	Advice on what to consider before setting up. Includes an outline of different types of organisational structures.	http://www.carmichaelcentre.ie/online-library/governance-code
Risk Management				
	Reducing the Risk	The Wheel	A practical handbook to help organisations identify and manage risk in a structured manner	http://www.wheel.ie/sites/default/files/WHEEL%20-%20RISK%20BODY%20FINAL_1.pdf
Financial Management				
	Accessing EU funds 2015 - 2020	The Wheel	A detailed report on EU funding programmes, relevant for Irish community & voluntary organisations	http://www.wheel.ie/funding/fundraising-guide/accessing-eu-funds-2015-2020
	Fundingpoint website	The Wheel	A funding grant database with over 800 grants, fundraising advice and a monthly newsletter	www.wheel.ie/funding

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	Guidelines on a reserves policy	The Wheel	Details what a Reserves Policy is and advises on how to develop one for an organisation	http://www.wheel.ie/content/reserves
	SORP guidelines	The Wheel	Explains SORP and how to implement it in financial reporting	http://www.wheel.ie/content/financial-reporting-charities
	Sustainable Communities - A Funding handbook for community-led groups	The Wheel	A practical guidebook, targeted at small volunteer-led community groups, on all aspects of fundraising	http://www.wheel.ie/sites/default/files/the_wheel_EPA_handbook_web.pdf
	The Wheel Nonprofit Budgeting Toolkit	The Wheel	Provides a range of tools to set up and run the financial element of a charity/nonprofit. Includes excel	http://www.wheel.ie/budget-toolkit
Health & Safety				
	Child Protection	Carmichael Centre	Sample child protection policy.	http://www.carmichaelcentre.ie/online-library/governance-code
	Safeguarding Vulnerable Adults	Carmichael Centre	Sample policy on safeguarding vulnerable adults.	http://www.carmichaelcentre.ie/online-library/governance-code
Communications & Data Protection				
	How to Demonstrate your Organisation's Outcomes	Carmichael Centre	Article on how to demonstrate your organisations Outcomes. Includes an explanation of the terminology commonly used.	http://knowledgenet.carmichaelcentre.ie/articles/how-demonstrate-your-organisations-outcomes
	Who are the Members of your Company Limited by Guarantee (CLG)?	Carmichael Centre	An article explaining who are your members under company law. Includes details on how to avoid breaches of legislation.	http://knowledgenet.carmichaelcentre.ie/articles/make-sure-you-know-who-your-members-are
Complaints-Handling				
Other				