

# Community Governance Steering Group

## Terms of Reference

### 1. BACKGROUND

The Community Governance Coalition was formed in late 2018 by people and organisations interested in developing and supporting good governance practices in Aotearoa New Zealand's NGO and community sector. The Coalition has now formalised into the Community Governance Steering Group (Steering Group) and has been meeting to implement a national project with the aim of developing a national strategy for NGO and community governance, specifically focusing on Tier 3 and 4 organisations (those with annual OPEX under \$2m/yr).

The infrastructure to develop a national strategy is now in place, including:

- A backbone organisation – the Centre for Social Impact (CSI) – to co-ordinate and facilitate the national strategy development and to act as fund-holder and contract manager. The relationship between CSI and the Steering Group is set out in a Memorandum of Understanding
- Funding secured for the costs of this project, including for employing a Project Manager.

### 2. DIRECTION

**Vision:** All community organisations in Aotearoa are well governed.

**Mission:** To develop and implement a National Strategy for Community Organisation Governance.

**Principles:**

- We will support and amplify the work that already exists, rather than duplicating.
- We will meet community organisations where they are.
- Actions will be practical and tangible.
- We will be inclusive of community/grassroots voices.
- We are committed to the collective good of the sector and working together in a spirit of openness and generosity.
- All members commit to bringing resources to the Steering Group and the National Strategy.

### 3. STEERING GROUP ROLE AND PURPOSE

The purpose of the Steering Group is to provide strategic guidance and advice for the development of the National Strategy, and to troubleshoot where necessary.

Another purpose is to champion community governance in Aotearoa New Zealand.

The Steering Group will work in partnership with CSI to:

- Ensure that the National Strategy is developed and implemented
- Ensure that the principles of the Steering Group are upheld in the development and implementation of the National Strategy
- Secure ongoing funding for a sustainable strategy
- Provide oversight and stewardship of future funds and contracts entered into
- Provide support and guidance to the Project Manager
- Liaise with stakeholders, partners, advisers, influencers, potential funders and any other relevant parties
- Champion and help to build buy-in for the National Strategy within our own organisations, sectors and networks.

### ***Decision-making***

The Steering Group will seek to make decisions that are based on:

- Transparent and timely sharing of relevant information
- Consideration and respect for each other's experiences and perspectives
- A willingness to find agreement and consensus.

## **4. MEMBERSHIP AND CHAIR**

The Steering Group will comprise up to 12 members and will be made up of individuals who:

- Have experience in and a sound understanding of community sector governance
- Represent organisations that have interests and roles in supporting good governance in the community sector in Aotearoa
- Reflect the diversity of the community sector in Aotearoa and can share the perspectives of their communities.

A Chair will be selected by the Steering Group. The role of the Chair will be to:

- Prepare the agenda for meetings
- Chair meetings
- Be the main contact for CSI, the Project Manager and other relevant parties.

## **5. CONFLICTS OF INTEREST**

It is understood that Steering Group members may have a number of roles and associations within the community and governance sectors, and potential conflicts of interest may arise.

In the interests of transparency Steering Group members will:

- Declare their interests, which will be documented in an Interests Register
- Declare any potential conflicts of interest and/or duties as they arise.

The Steering Group will agree on how to manage any potential conflicts of interest.

Any disputes or concerns should be directed to the Chair.

## **6. COMMITMENT**

The Steering Group will generally meet monthly or as/when required. Meetings are in person in Wellington and by video (e.g. Zoom) or telephone for ex-Wellington members.

Steering Group members will pay for their own travel to and accommodation for meetings if required, as part of their contribution to the Steering Group.

Steering Group members will also contribute their time, skills and experience.

If members representing an organisation are unable to attend meetings, they may send suitable delegates in their place.

When members representing organisations or sectors need to step down or be replaced, the Steering Group will discuss it with those organisations/sectors and agree on suitable replacements.

## **7. REVIEW**

The Steering Group will be reviewed (membership and tenure etc) at the completion of the National Strategy (expected to be July 2020).