

Policy number No. 10	Version V2
Drafted by Janiece Stark	Approved by Board on 2024-09-26
Responsible person - File Management Officer	Scheduled review date 2026-09-26

Background/Introduction

Days for Girls Australia Limited (DfGAL) values its relationship with its members, volunteers, donors, and other stakeholders who partner with it to enable it to achieve its purpose. The Board recognises that transparency and accountability build trust and help those relationships to flourish.

The ACNC Governance standard 2 “Accountability” requires DfGAL to take reasonable steps to be accountable to their members, by allowing them the opportunity to raise concerns.

Purpose

The purpose of this document is to recognise the importance of transparency and accountability and facilitate the development and implementation of measures by DfGAL’s Board to provide appropriate transparency and accountability.

Policies can be established or altered only by the Board. **Procedures** may be altered by the Chief Operating Officer (COO).

Policy

1. Board Reporting

1. The Board must ensure that it complies with its legal and contractual reporting obligations. They include:
 - a. Reporting annually to the Members, in accordance with the requirements of the constitution, on the organisation’s activities in the preceding year, and providing an opportunity for questions;

- b. Preparing financial reports as required by law;
 - c. Preparing an annual report in accordance with the requirements of the constitution;
 - d. Reporting to government agencies in accordance with the terms of grants and/or funding contracts;
 - e. Reporting to the Australian Taxation Office, and/or other relevant Commonwealth Government departments in accordance with the requirements of its deductible gift recipient status;
 - f. Reporting to donors in accordance with the terms of any grants issued;
 - g. Reporting to the Australian Charities and Not-for-profits Commission.
2. In addition to its specific legal and contractual obligations, the Board will consider each year whether there are any other stakeholder relationships which could benefit from receiving a report from the Board on the organisation's activities and performance.
 3. In preparing its reports, the Board will consider the extent to which it can report on each of the following matters.
 - a. The purpose of DfGAL.
 - b. DfGAL stakeholder reporting and engagement
 - c. Fundraising and investments
 - d. Business strategy and mission
 - e. Governance structure and processes
 - f. Activity and performance
 - g. Financial performance and position
 4. In undertaking its function of reporting to stakeholders, the Board must be mindful of the organisation's privacy policy, underpinned by its privacy law obligations, and it must take care to act in the interests of DfGAL.
 5. Deliberations of the Board and its sub-committees shall be dealt with in accordance with the Board confidentiality policy/procedure.

2. Members, Volunteers and other Stakeholders

DfGAL will deal with volunteer records in accordance with its privacy law obligations.

3. Personnel Records

DfGAL will deal with Personnel records in accordance with the privacy policy and privacy law obligations. DfGAL uses Fair Work Act 2009 as a reference source.

4. Member and Donor records

DfGAL will deal with Member and Donor records in accordance with its privacy policy and privacy law obligations.

5. Access to Minutes of General Meetings and the Members Register

Access to minutes of general meetings and the Members Register will be provided in accordance with the terms of the constitution.

Procedures

Responsibilities

In order for the Board to facilitate accountability and transparency with stakeholders, there needs to be good internal documentation and reporting.

The COO is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the Board to perform its reporting functions. This includes reporting regularly to the Board on the operations of DfGAL.

The Chair will ensure that privacy and other policies are in place to govern the access and use of documents including personnel records, volunteers, member and donor records, and minutes of general meetings, in accordance with the Board's transparency and accountability policy.

The Finance Manager is responsible to meet the Australian laws, regulations and Australian Tax office requirements when reporting on sources of revenue, revenue recognition policies and a discussion and analysis of the factors affecting the organisation's financial performance when regularly reporting to the Board.

The Board Secretary is responsible for maintaining the register of all documented policies approved by the Board. In addition this role will receive and manage the forms Directors are required to sign

Personnel are responsible for implementing and adhering to the procedures developed by the COO.

Related Documents

- Privacy Policy
- Code of Conduct Board Policy
- Complaints Handling process

Authorisation

Approved by: Days for Girls Australia Ltd Board 2024-09-26

Uploaded to Google Shared Drive in 2024-09-28

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