



**The Irish Association of  
Non-Governmental Development  
Organisations**

**Terms of Reference**

**Dóchas Finance, Governance and Compliance Working Group**

**May 2018**

The Dóchas Finance, Governance and Compliance Working Group aims to bring members together who wish to network and share their resources and expertise on issues relating to finance, governance and compliance.

The group will work collaboratively to engage with key stakeholders such as Irish Aid, the Charities Regulatory Authority (CRA), the Wheel and other membership bodies in order to influence policies and procedures.

**1. Membership**

Membership is open to staff of Dóchas members who are hold finance, governance or compliance roles. Membership is based on active participation (see Section 6).

**2. Areas of Focus/Main Objectives**

The group will work together on a number of key areas:

**I. Donor compliance**

- a. Financial Guidelines
- b. Reporting requirements

**II. Legal and statutory requirements**

- a. GDPR
- b. Engagement with the CRA, particularly in relation to the 'new' governance code
- c. Lobbying Act
- d. Governance
- e. Tax

**III. Good practice and innovation**

- a. Sharing knowledge and resources
- b. Cross-referencing with other Working Groups to ensure coherence in approach e.g. Results and Safeguarding

**3. Methodology**

Three to four face to face meetings will be scheduled per year with the option for ad-hoc meetings in response to specific situations. Contact and collaboration will be maintained principally via the Working Group email.

In case of interest by certain members in specific activities, sub-working groups may be established in areas of shared interest. Such sub-working groups will be responsible for establishing their own administrative and communication requirements.

#### **4. Financing**

Dóchas has a small budget line to facilitate learning and/or research that are agreed by the group, if appropriate.

#### **5. Coordination**

A Chair will be elected from among the group members on an annual basis by a straight majority vote. A quorum of three agencies needs to be present to allow meetings and voting to go ahead. A proxy vote can be submitted to Dóchas in advance of the meeting by email. A Deputy Chair will be elected to support and work with the Chair.

#### **6. Commitment**

Active participation is required to be a member of this group. This requires a representative of an agency to be present at 50% of meetings. This group is open to members who hold a finance, governance or compliance role within their organisation and recognizes that attendance may change depending on the subject matter being discussed.

#### **7. Link with Dóchas**

Working Group members or Dóchas will provide office space for meetings. The Finance, Governance and Compliance WG will ensure that its work complements the overall priorities and strategic interests of Dóchas. Dóchas will also provide regular updates from and to the thematic working groups to ensure coherence, collaboration and sharing across working groups – especially groups such as the Safeguarding Task Group and the Results Group.

#### **8. Review**

The relevance to members and the workings of the group will be evaluated by the group on an annual basis.

#### **9. Officers**

May 2018 – May 2019

**Chair:** Donal Maher, Plan International Ireland

**Deputy Chair:** Alison Duffy, Self Help Africa