**Finance and Governance Committee Remit**

**Composition of Committee:**

* CRFU Honorary Treasurer
* CRFU Assistant Honorary Treasurer
* Sponsorship Lead
* Data Manager
* Handbook Editor
* Website Manager
* Vice Presidents’ Secretary
* Club Representatives

**Chair of the Finance and Governance Committee** to be elected (at the AGM) from one of the Club Representatives appointed to the Committee.

Remit:

* To submit written Reports to the Management Board (via Honorary Secretary) within 21 days of the meeting being held
* Financial
* To develop the Local Plan document and annual delivery plan.
* To monitor income/expenditure to ensure that it runs in line with the Local Plan document
* To provide budgets to appropriate committees – e.g., Representative Rugby Committee
* To aid the Sponsorship Lead in securing sponsorship and advertising revenue
* Communications/Marketing
* To assist the Handbook Editor in the production of the Handbook
* Review the Website (with the Website Manager) to ensure that the content is appropriate and accurately reflects the CRFU and the work undertaken in promoting the game.
* Ensuring data is secure and that risks to the organisation are contained.
* Overview all aspects of marketing including Representative Rugby Matches
* Training, Education and Development
* Making recommendations to the Board on governance policies, practices and procedures.
* Aiding Clubs to meet the requirements of the RFU Regulations.
* Ensuring that CRFU appointees meet the requirements of their professional boards (eg Medical Practitioners, Physiotherapists.)
* Approving requests for practitioners to be employed by the CRFU.
* Nominations/Recommendations to the Management Board
* To nominate (in accordance with RFU Regulation 19)
	+ Members of the Disciplinary Panel
	+ An accredited person for the Role of Chair of the Disciplinary Committee
	+ A Disciplinary Secretary.
	+ A Youth Disciplinary Secretary
* To recommend to the Management Board persons suitable to hold the following posts:
* Two Representatives to the South Western Division Rugby Football Mutual Benefit Fund
* Two Representatives (plus Reserve) on The South West Counties Group
* Cornwall League Secretary and Deputy League Secretary
* Vice Presidents’ Secretary
* Safeguarding Officer and Assistant Safeguarding Officers
* Diversity and Inclusivity Lead
* Rugby Safe Lead
* Facilities Manager
* Honorary Handbook Editor
* Data Manager
* Web Master

The CRFU subscribes to and undertakes to meet the following guidelines:

**Eight Elements of Good Governance**

Good governance has 8 major characteristics. It is participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive, and follows the rule of law. Good governance is responsive to the present and future needs of the organization, exercises prudence in policy-setting and decision-making, and that the best interests of all stakeholders are taken into account.

**1. Rule of Law**
Good governance requires fair legal frameworks that are enforced by an impartial regulatory body, for the full protection of stakeholders.

**2. Transparency**
Transparency means that information should be provided in easily understandable forms and media; that it should be freely available and directly accessible to those who will be affected by governance policies and practices, as well as the outcomes resulting therefrom; and that any decisions taken and their enforcement are in compliance with established rules and regulations.

**3. Responsiveness**
Good governance requires that organizations and their processes are designed to serve the best interests of stakeholders within a reasonable timeframe.

**4. Consensus Oriented**
Good governance requires consultation to understand the different interests of stakeholders in order to reach a broad consensus of what is in the best interest of the entire stakeholder group and how this can be achieved in a sustainable and prudent manner.

**5. Equity and Inclusiveness**
The organization that provides the opportunity for its stakeholders to maintain, enhance, or generally improve their well-being provides the most compelling message regarding its reason for existence and value to society.

**6. Effectiveness and Efficiency**
Good governance means that the processes implemented by the organization to produce favourable results meet the needs of its stakeholders, while making the best use of resources – human, technological, financial, natural and environmental – at its disposal.

**7. Accountability**
Accountability is a key tenet of good governance. Who is accountable for what should be documented in policy statements? In general, an organization is accountable to those who will be affected by its decisions or actions as well as the applicable rules of law.

**8. Participation**
Participation by both men and women, either directly or through legitimate representatives, is a key cornerstone of good governance. Participation needs to be informed and organized, including freedom of expression and assiduous concern for the best interests of the organization and society in general.

19 January 2021.

To be reviewed January 2014.

JDS 19.01.21