



The Irish Association of
Non-Governmental Development
Organisations

Terms of Reference

Dochas Finance, Governance and Compliance Working Group

May 2018

The Dochas 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 Dochas 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