

BOWEL CANCER GUERNSEY GOVERNANCE DOCUMENT

Name

The Charity's name is Bowel Cancer Guernsey LBG.

Purpose and Mission

The aim of Bowel cancer Guernsey is to improve the awareness, prevention and diagnosis of bowel cancer within the Bailiwick of Guernsey.

Legal Status

Bowel Cancer Guernsey LBG is a company limited by guarantee without share capital and as such has a legal Memorandum and Articles of Association governing its operations and legal status, dated 9 January 2015.

It is registered with the Guernsey Registry (number CH102) and also a member of the Association of Guernsey Charities (number 247).

Governing committee

Directors are appointed to the Board to govern and potential directors are invited as committee members until such time they are invited to become directors.

The number of directors on the Board is limited to a maximum of 20 and no less than 3, meetings are held on a regular basis in accordance with the Memorandum and Articles of Association.

Where possible the Board comprises a range of individuals from various backgrounds and various skills, knowledge and experience to provide a sound governing body for the charity. They should be persons of integrity and probity and the majority of which must reside in the Bailiwick of Guernsey. Directors can put forward names of potential interested directors to fill the skill gap and these are considered along with those who come forward from advertised vacancies. In the event of more than one person being put forward the executive will carry out a selective process of appointment.

There is no fixed term of office and directorship is terminated through death or formal letter of resignation when a director no longer wishes to be on the Board unless not fulfilling the terms found within the Memorandum and Articles of Association.

The liability of the Directors is limited to the guaranteed amount of one pound.

Management of the charity's activities

As mainly an awareness raising charity for the whole island, Bowel Cancer Guernsey LBG does not have direct beneficiaries.

The management of its activities are controlled and promoted by the Directors and Committee members in accordance with its aims and documented in a strategic plan, the latter being considered and updated by the group on a regular basis.

Regular meetings of the board are held in accordance with the terms of the Memorandum and Articles of Association. The Bailiwick is kept informed of the activities of Bowel Cancer Guernsey through the media, signed up Friends and facebook group and at its major fund-raising events..

Duties of the Chair

The Chair shall chair the meetings of the Board and act as a figurehead for the charity, representing it at functions and meetings, and in communication with the Media

The Chair shall also take the lead to ensure that Board decisions are implemented.

The Chair shall also take urgent action when there is no time to call a Board meeting, such action to be ratified at the next meeting.

Duties of the Treasurer

BOWEL CANCER GUERNSEY GOVERNANCE DOCUMENT

The Treasurer shall be primarily responsible for the stewardship of Bowel Cancer Guernsey's finances. The Treasurer's role is to keep the charity's books of account and to advise the board about financial matters, and in particular, their financial responsibilities.

The treasurer will ensure that:

- Funds are only disbursed when approved
- Appropriate checks are carried out on the provenance of donations and bona-fides of beneficiaries in undertaken where required by Anti-Money Laundering Laws
- The board are presented with appropriate financial reports at board meetings
- Appropriate accounting disciplines are undertaken e.g., reconciliation of bank accounts
- Annual accounts are produced, and independently verified as required by the members in general meeting, for production to the Annual General meeting of Members.

Duties of the Secretary

The Secretary's primary roles are:

- To keep the register of Directors and members up to date
- To organise and minute meetings
- To deal with correspondence

Integrity

Donations and monies fund-raised support the work of the charity to fulfil its aims and in accordance with the terms of a specific appeal for funds if received for that purpose.

No director or committee member receives remuneration for their input into the charity although may be reimbursed for out of pocket expenditure.

No director or committee member acts in their personal interests and can only speak on behalf of the charity with permission. Similarly where a matter is raised of personal interest the Director must declare this or withdraw from the meeting and take no part in the vote.

In accordance with the terms of the Memorandum and Articles of Association, no-one should be a member of the Committee who has been convicted of a criminal offence involving dishonesty or deception, is an undischarged bankrupt, is disqualified as a company director or has a criminal conviction inappropriate in the context of the charity's activities.

Competence and effective management

The Board and Committee is responsible for the charity having procedures and internal controls that are adequate for the nature and scale of the charity's activities. The Committee manages and accounts for the best use of the charity's resources and deploys them to the best advantage of its present and future aims.

The Committee includes a treasurer whose responsibility is to keep proper records of the charity's income and expenses and prepare accounts annually, which are independently reviewed. An update of the financial status of Bowel Cancer Guernsey is given at each meeting of the Board.

Risk management

The Committee will consider the risks of any activity in which the charity engages and ensures that the individuals organising and involved in such activity have sufficient skills and are fit and

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proper persons and that any risks, either physical or financial, are minimised and properly explained, if appropriate, to others involved.

The public liability insurance company is notified of each activity where there may be a risk.

Legal compliance

Bowel Cancer Guernsey ensures that it complies with the Charities Law 2022 and any law in respect of any activities in which it engages and any data that it holds.

Reputation

Bowel Cancer Guernsey conducts its external relations, fund-raising and publicity in a way that enhances its own reputation and that of charities generally.

Bowel Cancer Guernsey is non-political and does not lobby. It raises funds purely to promote its aims for the people of the Bailiwick of Guernsey. It is not a support group but will refer to other more suitable charities whenever necessary.

Self Assessment

The Committee will consider that its activities meet its aims and meets best practice regularly.

If it is considered necessary to change the constitution, governance or wind up the charity, a general meeting must be called, with fourteen days' notice, so that the membership can make the decision. All decisions require a two thirds majority. Minutes must be kept.

This revised governance document was adopted on 1 June 2023.