

MAA INTERNATIONAL

TRANSPARENCY & ACCOUNTABILITY POLICY



Work Product Unique ID: POL-FIN107

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Version 1.0, 06 October 2015 Effective Immediately

Next Review Date: April 2020

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1 INTRODUCTION

MAA International (MAA) values its relationship with its members, its donors, its volunteers and other stakeholders that partner with MAA to enable it to achieve its purpose.

It recognizes that transparency and accountability builds trust and helps those relationships to flourish.

1.1 PURPOSE

The purpose of this policy is to recognize the importance of transparency and accountability and facilitate the development and implementation of measures by MAA Board and Staff to provide appropriate transparency and accountability.

1.2 ROLES AND RESPONSIBILITIES

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

The CEO 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 MAA.

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

Staff are responsible for implementing and adhering to the policies and procedures developed by the CEO.

2 POLICY & PROCEDURES

2.1 POLICY STATEMENT

MAA Board and committee members are expected to demonstrate their commitment to the organisation by unbroken attendance at the Board or committee on which they sit, except when prevented by unforeseeable events.

2.2 BOARD REPORTING

The Board must ensure that it complies with its legal and contractual reporting obligations. They include [delete items that are not applicable]:

- i. Reporting annually to the Members, in accordance with the requirements of MAA's constitution, on the activities of the MAA in the preceding year, and providing an opportunity for questions;
- ii. Preparing financial reports as required by law;
- iii. Preparing an annual report in accordance with the requirements of MAA's fundraising license;
- iv. Reporting to Government agencies in accordance with the terms of grants and funding contracts;
- v. Reporting to the Australian Taxation Office, and/or other relevant Commonwealth Government Departments in accordance with the requirements of its deductible gift recipient status;
- vi. Reporting to donors in accordance with the terms of any philanthropic grants issued;
- vii. Reporting to the Australian Charities and Not-for-profits Commission.

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 activities and performance of MAA.

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 MAA - A report on the purpose of MAA involves explaining the environment in which MAA operates. It includes reporting on the mission, vision and values of MAA in a clear and effective manner, and explaining MAA's relevance in the current environment;
- (b) MAA 's stakeholder reporting and engagement - This includes reporting on how stakeholder relationships are managed, how employees and volunteers are recruited, trained, rewarded, retained and recognized, and how the organization is funded;
- (c) Fundraising and investments:
 - i. This includes reporting on the source of funds, fundraising and funding targets;
 - ii. It includes reporting on accountability mechanisms governing the use of the funds;

- iii. It includes an assessment of MAA’s ability to maintain the current levels of funding in the future, and how its fundraising approach is being evolved or adapted to changes in circumstances;
 - iv. It includes reporting on investments, and the management oversight and skills in MAA to manage investment risks and performance;
 - v. It includes reporting on movements in the level of funding, particularly where it has fallen in any year.
- (d) Business strategy and mission:
- i. This includes explaining the strategy and structures that enable MAA to operate and to grow;
 - ii. It includes identifying the priorities and associated budgets and allocation of resources;
 - iii. It also includes honest self-assessment and disclosure of performance and plans to address underperformance and/or ongoing challenges, recognizing that this helps to build trust.
- (e) Governance structure and processes:
- i. This includes reporting on governance structures, systems, processes and how risk management frameworks are aligned with those structures, systems and processes;
 - ii. It includes providing clear diagrams of the organizational structure with reporting lines and key roles identified;
 - iii. It includes disclosure of qualifications, experience and length of service of the members of the Board, CEO and senior management;
 - iv. It includes reporting on how MAA identifies and manages risks, and what risks are specific to MAA in addition to general risks.
- (f) Activity and performance:
- i. This includes reporting on outputs, outcomes and impacts;
 - ii. It also includes reporting on KPIs.
- (g) Financial performance and position:
- i. This includes reporting on sources of revenue, revenue recognition policies and a discussion and analysis of the factors affecting the organization’s financial performance.

In undertaking its function of reporting to stakeholders, the Board must be mindful of the privacy policy of MAA, underpinned by its privacy law obligations, and it must take care to act in the interests of MAA.

Board deliberations, and the deliberations of the Board’s sub-committees, shall be dealt with in accordance with the Board confidentiality policy / procedure.

2.3 STAFF RECORDS

MAA will deal with staff records in accordance with the Fair Work Act 2009 (Cth), and its privacy policy and privacy law obligations.

2.4 MEMBERS AND DONORS RECORDS

MAA will deal with client records in accordance with its privacy policy and privacy law obligations.

2.5 ACCESS TO MINUTES OF AGMs AND SGMS

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

2.6 PROCEDURE

The Secretary shall notify members of forthcoming meetings no sooner than 14 working days before the set date of the meeting, or more preferably, set a schedule of dates throughout the year, but notify the board members of any changes within 14 days.

Where Board members are prevented from attending any Board meeting, they should notify the Chair of their intended absence.

Where a meeting is to be held either in the form of a teleconference or online, the Chair should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.

If a Board member is in breach of their attendance requirements then the Chair shall consult them to discuss this matter.

If the Board member's difficulties are resolvable, then the chair shall attempt to resolve them.

If no mutually satisfactory resolution is possible, and if the Board member wishes to continue on the Board, then the member's response will be put to the Board at its next meeting. The Board member shall be entitled to speak to this item, and to vote on it. The Board will then decide what actions to take regarding that Board member's future membership on the Board.

If the Board decides that termination is justified, the Board may suspend that person's membership of the Board. In the event the member wishes to continue in his or her position, the suspension shall be put to a general meeting for approval. The suspended member shall be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.

The Board may remove any person from any Board sub-committee for any reason, including (but not limited to) non-attendance.

When any person has been removed from the Board or from any committee under this provision, the Board or committee will promptly initiate a process to recruit a new Board member. The person whose membership has been terminated shall retain the right to stand again at the next election for the Board

3 REVISION HISTORY

Date of this release: 06 October 2015	Date of next revision: April 2020
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Revision Number	Revision Date	Summary of Changes	Changes Marked?
1.0	06 October 2015	Policy rewritten from scratch	Y