

ICSA publishes new guidance on matters reserved for the board

10 March 2008: The Institute of Chartered Secretaries and Administrators (ICSA) has published a new guidance note for charities with established boards of trustees who delegate specific functions. No matter how effective a board of trustees is, it is not always possible for the trustees to have 'hands on' involvement in every area of the charity. Day-to-day responsibility is delegated to the senior management team but there are certain matters that should be the sole responsibility of the board of trustees. ICSA has produced this guidance note to aid trustees and charity secretaries to draw up a list of such matters in accordance with good governance principles and provides a specimen schedule which can be adapted to the charity's requirements. The note also sets out best practice guidelines on how charities should deal with urgent and non urgent matters reserved for the board.

Louise Thomson, ICSA's Head of Policy Not-for-Profit comments:
'Charity trustees and managers should be clear as to those areas of decision-making that are the sole preserve of the trustees and those that have been delegated to other individuals or groups. As such, an agreed list of matters reserved for the board should be combined with clear procedures for monitoring those functions delegated to others to ensure that trustees maintain overall control of the direction and performance of the charity'

The guidance note can be downloaded from the ICSA website at
<http://www.icsa.org.uk/assets/files/pdfs/guidance/080307.pdf>

Editor's notes

The Institute of Chartered Secretaries and Administrators (ICSA) is the qualifying body for company secretaries and a leading authority on corporate governance. It publishes guidance notes and best practice guides and through its subsidiaries provides events, information and training, boardroom performance evaluation and dedicated software. The ICSA has 36,000 members worldwide and is represented in over 70 countries.