SACH

Society For Action In Community Health

Board Governance Policy

(As revised and approved by the Governing Board of SACH in its board meeting in February 2023)

BOARD GOVERNANCE IN SACH

The functioning of the Board of SACH is governed by a set of well principles, policies and processes. The following key elements constitute the broad Governance functions in SACH. These include Consultative, accountable, transparent, responsive, efficient, effective, equitable and inclusive.

1. **Consultative:** The Governing Board insists that the executive team of SACH consults its Board for all matters related to the smooth and transparent functioning of the organization. The Board lead by the Chairman is available for all such purposes and the CEO who is also the Secretary of SACH is advised to consult the Executive Committee as and when it is required and especially prior to discharging new and emerging priorities or changes in the existing policy.

2. **Statutory Compliance:** It is important that SACH is fully in compliance with all the regulatory and legal frameworks that are applicable to the Charity Sector in India. Along with compliance with the existing laws and policies, SACH should also have an maintain a legal framework to protect the organization from all such requirements, viz., keeping records, formats for reports, trip and field visit reports, minutes of the meeting, training, etc.

3. **Transparency:** The Board is kept aware of all changes in policy, norms and any major change in funding situation, new and emerging opportunities, staff performance, organizational visibility, and above all public trust in us. All existing project is renewed, new project is envisaged and undertaken, compliance status on mandatory reporting, etc are done well in time and reported to the board

4. **Responsive:** SACH is responsible for all its actions. SACH's internal system should be strong enough to provide all information to the offices of the Government and public as and when they are sought.

5. **Consensus Oriented:** All new projects, changes in existing policy, new directions, appointments of management staff, changes in existing staff, staff resignation, etc., are reported in the Board meetings. All major decisions related to outreach, new projects and project ideas, partnership, alliances, network, etc., are discussed and in principle approval is sought before proceeding further.

6. **Accountability:** Accountability is integral to the functioning of SACH. This includes organizational management structure, financial procedures, human resource policies, IT policy, anti-fraud policy, etc. The board member details are shared with all staff and communities where SACH works for directly reporting any issues to the board.

7. **Participatory:** SACH as a vibrant organization nurtures participatory decision making and follows a highly humane and humble work approach. Board considers participatory approach as an essential quality and would like to see investment of time and resources for the same. All Board meetings are attended by senior staff like Finance Head, Programme Head, Finance Manager and State representatives on a rotation basis.

8. **Equity and Inclusiveness:** Good governance is based on the principles of equity and inclusiveness, which implies that policies and frameworks of the organization facilitate an equal opportunity to its staff, stakeholders irrespective of age, gender, religion, race, culture, etc.

9. **Efficiency and Effectiveness:** All the processes within SACH should help in enhancing efficiency and effectiveness. The various policies – HR policy, Financial, Fixed assets, Communication policy are aimed at enhancing the overall performance of the organization. Staff are trained and motivated to look at cost-efficiency and effectiveness in project design and implementation and review progress on a monthly and quarterly basis. Staff are encouraged to approach the Board or Board Members for any technical input and guidance. SACH board encourages visits by Board Members to the field for enriching knowledge and provide feedback and guidance.

10. **Compliance of the organization to its Mission and Vision:** The Board sets the vision and mission of the organization from time to time (every five years) and evolve the strategic program domains for the organization to move on. The vision and mission building exercise in comprehensive and involves the whole of the organization and its key stakeholders. Apart from this, the Board ensures that SACH is fully compliant with the regulatory and mandatory compliance requirements as per prevailing law.

11. **Establishing Fundraising Goals:** Board members along with the CEO of SACH establishes the fundraising goals the current financial year and broadly for a period of five years. Board members also play a key role in recommending SACH to new donors as well as attend meetings with donors and other stakeholders. Board members also place SACH before other forums and events for visibility and credibility.

12. **Assessment of SACH activities:** Board members regularly review and support SACH in meeting its results. Key project progress reports and discussions are conducted with the team from time to time. Based on the assessment, the board members suggest revision, modification and restructuring of current projects and programs.

13. **Annual work-plan and Budget:** SACH CEO and team presents the annual plan and budget to the Board for its input and guidance. Once this is presented and comments received, the revised plan and budget is placed before the board for approval. Quarterly progress on the same is presented to the board.

14. **Board minutes:** The minutes of the board meeting is maintained properly. These minutes provide a summary of follow-up actions and key programmatic and keep track of the points/actions that were discussed and suggested by the board. The signed minutes of the meeting is kept in a separate folder.