

## **Outdoor Industries Association Ltd (CIC)**

### **Code of Good Governance**

This document sets out the Principles and Requirements of Tier 1 compliance with Sport England's Code of Sports Governance and seeks to outline and demonstrate the measures that are in place as proof that the Outdoor Industries Association (OIA) is already reaching and exceeding the standards of Tier 1 compliance. The following summary clearly shows that the OIA is already adhering to a code of best practise and transacting its business with transparency, and for the best interests of its members.

The OIA's Memorandum & Articles of Association clearly outline the structure of the association and processes that are in place to ensure that the elected Board govern and manage the affairs of the association according to the agreed guidelines.

OIA Mission Statement; **'To Get More People Active Outdoors'**

#### **The Principles**

At its heart the OIA code has five Principles of Good Governance. They are as follows:

- 1. Structure**
- 2. People**
- 3. Communication**
- 4. Standards and Conduct**
- 5. Policies and Processes**

##### **1. Structure**

The OIA has a clear and appropriate governance structure, led by a voluntary Board (elected by the membership) which is collectively responsible for the long-term success of the organisation and exclusively vested with the power to lead it. The Board is properly constituted, and operates effectively according to The Memorandum & Articles of the Association.

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## 2. People

The OIA recruits member organisations and engages with people with appropriate diversity, independence, skills, experience and knowledge to take effective decisions that further the association's goals.

## 3. Communication

The OIA is transparent and accountable to its membership, engaging effectively with stakeholder members and promotes internal democracy.

## 4. Standards and Conduct

The OIA upholds high standards of integrity, and engages in regular and effective evaluation of its processes to foster and drive continuous improvement.

## 5. Policies and Processes

The OIA complies with all relevant and applicable laws and regulations. It undertakes responsible financial strategic planning, and has appropriate controls and risk management procedures.

## **Tier 1 Mandatory Requirements (as set out in Sport England's Code of Sports Governance)**

### **Requirement 1**

The organisation is properly constituted, has a clear purpose and, if membership based, is inclusive and accessible.

- As set out in its Memorandum & Articles of Association the OIA is properly constituted. The OIA has a clear 'Mission Statement' and 'Business Plan'.

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## **Requirement 2**

The governing committee meets regularly and decision making is recorded.

- The OIA Board of Directors meets on a quarterly basis. Meetings are run to clear agendas and minutes are regularly recorded, approved and circulated.

## **Requirement 3**

Conflicts of interest are recognised, managed by the chair and recorded.

At least three of the people on the committee are unrelated or non-cohabiting.

- For the sake of transparency, the OIA adopts a policy where any potential conflicts of interest are declared, clearly identified and avoided. The policy is incorporated and addressed in the OIA's Memorandum and Articles of Association.

## **Requirement 4**

In deciding who sits on its governing committee the organisation considers the skills and diversity required of its committee members.

- The OIA Board is selected based on skills, experience knowledge and relevant representation from member groups.

## **Requirement 5**

Committee members are subject to regular election and ideally should serve no more than nine years.

- Selection and nomination to the OIA Board follows a formal process and the protocol of the rules and guidelines as set out in the Memorandum & Articles of Association, where Board Directors must

- demonstrate a 'willingness to serve' before being nominated , elected by the Board and ratified by the membership at the AGM.
- Board members are considered for re-election every three years. The Chairman and Vice Chairman serve in these roles for a period of no more than three years.

#### **Requirement 6**

The organisation has a bank account and two independent signatories are required for payments.

- The OIA operates a bank account where there is a minimum of three authorised signatories.

#### **Requirement 7**

Annual accounts are prepared, scrutinised independently of the person responsible for finance (e.g. treasurer) and are made available to members to describe how money has been spent.

- The OIA produces a set of annual accounts which are prepared independently by a qualified accountant. These accounts with a performance review are reported to the membership once a year at the Annual General Meeting and communicated and circulated to members in the Annual Members Report. The annual accounts are filed with Companies House according to UK company law.

**Final: 8/6/17**