

Carmichael.

Carmichael's Resources

Carmichael supports other charities in their journey to become a relatively successful organisation in their field. We strive to offer as much advice as is needed and one way of providing this is through our resources section on our website. All of our resources lie under the main topic of **Governance**. See our colour coded sub categories below.

Governance

Sub Categories:

Communications

Difficult times and unexpected changes

Leadership

Resources for Charities and Non-profit Organisations

Planning and organising

Templates, Reports and Paperwork

Communications

1. Carmichael's Governance Podcasts

For all guidance on governance and leadership, tune into our podcasts available on Acast.

2. New ways of work - using Zoom for board meetings

As we all adjust to this new reality, we need to find new ways to connect and ensure good governance of our organisations whilst supporting the government's public health advice. One way is to utilise video conferencing. It is a short article by Jillian van Turnhout on how to use Zoom for Board meetings.

3. A List of Resources

We add resources to our page frequently. Have a look at this document to see our vast list of our resources that may help your organisation. They all fall under the theme of Governance and the sub-categories are:

- *Communications;*
- *Difficult Times and Unexpected Changes;*
- *Leadership;*
- *Resources for Charities and Non-Profit Organisations;*
- *Planning and Organising;*
- *Templates, Reports and Paperwork.*

4. Governance Dilemma Webinar

On April 26th 2023, we hosted a Governance Dilemma Webinar demonstrating how you manage real life dilemmas in the sector.

The panel consisted of:

Gerry Egan, consultant and trainer. Gerry works with a variety of commercial and non-profit clients specialising in corporate governance, data protection and strategy and change.

Andrew Madden, Head of Training, Consultancy & Communications at Carmichael. Andrew enjoys working in the non-profit sector where he sees people motivated by a desire to make a real and positive difference. He is particularly passionate about governance in non-profit organisations as he believes that well-governed organisations are best placed to achieve and realise their own objectives to the fullest.

Jillian van Turnhout, consultant, Chartered Director and certified by INSEAD in corporate governance. Jillian has been a CEO, Chair and is an experienced Director (State, Charity and Commercial).

Difficult times and unexpected changes

1. Organisation Resilience in action: The Experiences of Irish Charities during the Covid 19 Pandemic

A report on the founded resilience on charities during the Covid 19 Pandemic, mainly through the use of innovative approaches to service delivery. Read the full report here.

2. Survival Guide for Charities during difficult times

A survival guide to get your organisation through any rapid changes or difficult times, such as Covid 19.

3. What Boards need to do Now

In these challenging times it is important that boards maintain a proactive role in providing oversight and support to the organisation and its beneficiaries. Now is the time to think creatively about the things we can do rather than focusing on things that are outside our control.

4. Managing a board in a Hybrid environment

Carmichael's CEO, Diarmaid Ó Corrbuí was a guest on the Diligent - BoardEffect Board Governance webinar series speaking to host Mark Wilson, Governance Advisor with BoardEffect on the topic of "Managing boards in a hybrid environment" on the 31st of March. Here you can download an edited transcript of the discussion.

5. Boards behaving Badly and Domineering CEO's

Fortunately, most boards and CEOs in the charity sector have positive working relationships. However, when things go wrong, they can go badly wrong. During the Covid pandemic, with all its stresses and strains, some relationships were tested. This was a timely reminder that good working relationships should not be taken for granted. This resource document was drawn up in response to two events organised by Carmichael and the Wheel: an online webinar in November 2021 and a facilitated panel discussion at the Wheel Summit in June 2022. Attendees at both events had many questions and observations; and expressed a need for more support and resources on this important topic.

Leadership

1. Resources to aid implementation of Charities Governance Code

This guidance document has been developed by Carmichael to help charities that are implementing the Charities Governance Code by matching the standards in the Code against resources that are available to help with implementation.

2. The Management of Management

This article discusses the management of management and the development and adherence to good governance principles is a collective responsibility of the Board, the CEO and the Management team.

3. Chairing an Organisation

What makes a good chair in the non-profit organisation? Kevin Smyth and Derek O Reilly discuss just this on this [video](#).

4. Is the Charities Governance Code different to the Governance Code for Community, Voluntary and Charitable (CVC) Organisations?

This document highlights the main differences between Charities Governance Code and the Governance Code for Community, Voluntary and Charities Code. It tips you on how to transition from one to the other.

5. The Charities Governance Code

Watch this video that show what your charity needs to comply with the Charities Governance Code.

6. Tips for Running Effective Charity Board Meetings

Boards must work effectively to ensure they govern the organisation properly. One of the key mechanisms for this is the board meeting.

7. 5 Tips from 5 Top CEO's on How to Prioritize?

What lessons on 'how to prioritize' can we learn from the top performing CEOs that I have worked with?

8. Tough at the Top – advice for Non-Profit CEOs

Being a CEO of a non-profit organisation in the community and voluntary sector can certainly be a tough one and a lonely one at times. Here is some advice to use if you are struggling to answer difficult questions.

9. Boards Behaving Badly and Domineering CEOs

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10. 10 Key Questions to ask before agreeing to become a Charity Trustee.

Putting yourself forward for consideration or responding positively to an invitation to become a trustee of a charity is a very important and needed act of civic responsibility. According to this resource it would be strongly recommended that you do some homework and research before you accept an appointment as a charity trustee. You should ask these 10 key questions. The questions can apply to the board of any company, but they have been developed particularly, for charity boards.

11. Board Evaluation and why do they matter?

A Board evaluation is a great opportunity for the Board of a non-profit organisation to take a good look at itself and consider how it operates, how effective are board members individually and collectively. Importantly, it is not a governance review, it is a review of Board performance and effectiveness. This document captures why board evaluations matter. Author: Andrew Madden, Head of Training, Consultancy and Communications.

Resources for Charities and Non-Profit Organisations

1. [Sample Completed Risk Register](#)

Find out a number of approaches and frameworks to developing a Risk Management System that serves as a governance function within a non-profit organisation.

2. [Is the Charities Governance Code different to the Governance Code for Community, Voluntary and Charitable \(CVC\) Organisations?](#)

This document highlights the main differences between Charities Governance Code and the Governance Code for Community, Voluntary and Charities Code. It tips you on how to transition from one to the other.

3. [How to agree operational policies for non-profit](#)

It is a requirement within the core standards (3.4) of the Charities Governance Code, to lead your charity to success, you are required to agree and set policies within organisation. This document will guide you.

4. [Sample Compliance Calendar for Small or All Volunteer Non-profits](#)

A calendar to aid and ensure that small or all volunteer non-profits adhere to the legal and regulatory requirements at the right time of the year.

5. [Consultation Report on the Support Needs of the Non Profit Sector](#)

Read this report to learn what training and support is needed by organisations, what types of supports are needed and they could best be organised and developed to enable these organisations to face any challenges that may arise.

6. [Top tips for Applying for Charitable status](#)

We have put together a practical step-by-step guide with links to some relevant resources to help you with your application for Charitable Status.

7. [8 Critical Things to consider before merging charities](#)

Before you formally engage in merger discussions, the board and management go through the following evaluation checklist.

8. [Making a Merger Happen](#)

A follow on article to the article (8 critical things to consider) that discussed the need to do a rigorous evaluation of the merger prospect before engaging in the formal process. In this article, we discuss the core elements and steps to be taken when you are engaged in a formal merger process.

9. [Who are the members of your Company Limited by Guarantee \(CLG\)?](#)

Make sure your CLG does not lack clarity of who its members are. Find out how to introduce you members to the public.

10. Performance Appraisal – Making it Meaningful and Motivational

When there is a clear link between what an organisation is striving to achieve and what each individual is expected to deliver it makes it easier for employees to feel connected to the organisation and motivated by their work.

11. Developing a Fundraising Plan

A good fundraising plan allows you to reasonably project the income your organisation will generate and can be used as an ongoing guide and measure. This article will get you ready for developing your own fundraising plan.

12. Where Non-Profits can go for help?

Non-profits exist to help others, but what happens when the non-profit itself needs some support? Luckily, there are a number of supports available across Ireland. Below you can find a short (and by no means exhaustive) list of various organisations which may be able to help your non-profit.

13. Managing Interviews in the Non-Profit Sector

Whether you're taking on volunteers, staff members or Board members, it is inevitable that at some point, you will need to hold interviews in your nonprofit. With so many other priorities, it can be easy to let things slip through the cracks and lose great candidates due to an inefficient recruitment process. In this resource we give some examples of how you might conduct interviews in your nonprofit.

14. Setting Up a New Non-Profit

Setting up a non-profit of any sort can be an exciting project. People who are inspired to make a difference, to address unmet needs or to make a change in the way things work can achieve great things. It is almost impossible to make significant progress without involving others to help complete the work that needs to be done, which will mean setting up an organisation of some form. This guide will bring you through the key considerations in setting up a non-profit organisation as well as provide descriptions of the most common forms of non-profit to help you choose the best form for your organisation.

15. Improving your Non-Profit's Annual Report

Event and Webinar Recording

The panel consisted of:

- Aedín Morkan: Partner, Audit & Assurance, Mazars
- Níall Fitzgerald: Head of Ethics & Governance, Chartered Accountants Ireland
- Geraldine O'Sullivan: Manager, Kerry Volunteer Centre
- Andrew Madden: Head of Training, Consultancy and Communications, Carmichael

The panel was chaired by Diarmaid Ó Corrbuí, CEO of Carmichael and Founder of the Good Governance Awards.

16. How can non-profits avoid mission drift?

Services Manager Róisín McGuigan shares a number of steps that a non-profit can take to safeguard itself against mission drift. Non-profits can be in danger of mission drift, where the organisation loses sight of its core purpose, as they struggle to balance other goals such as securing funding, raising their profile or recruiting new volunteers and staff.

17. How can a New Organisation establish themselves in the Non-Profit Sector?

Each year, 100s of new non-profits are established in Ireland and these new groups can find it incredibly challenging to establish themselves and secure funding in a sector with more than 30,000 organisations already in existence. This resource provides some tips to help a new non-profit stand out and stand the test of time.

18. Cutting Edge Board Meetings

Carmichael and The Wheel held a joint event during Charity Trustees Week 2022 on the topic of Cutting Edge Board meetings and have now produced a resource Cutting Edge Boards based on the panel discussion. The conversation ranged widely among the expert panellists and much discussion centred on the fundamentals of an effective board meeting.

19. Increasing Board Effectiveness

A product of a recent 30-minute panel discussion between our own CEO Diarmaid Ó Corruí, Patrick Downes, Managing Partner at Lionheart and BoardEffect's Director of Sales, Edward Rees generated great insights on how to increase board effectiveness in mission driven organisations. Along with the resource document, you can watch the recorded discussion [here](#).

20. Finding and Onboarding the Right Board Members

When you are hiring new board members, this document coupled with our latest Podcast release [here](#), can assist you with recruiting the right board members for your Organisation.

21. Optimising Board Oversight and using Key Performance Indicators

This article explores the use of performance metrics by boards and the process for selecting and assessing key performance indicators. It is an extract from a Carmichael report "Improving the quality of board packs for better decision making in Irish Non-profits".

Planning or Organising

1. Sample Compliance Calendar

A calendar to aid and ensure that organisations and board members need to adhere to the legal and regulatory requirements at the right time of the year.

2. 7 signs that show your board is in need of a Spring Clean

A short article highlighting the seven signs that show your Board is in need of a spring clean.

3. Board Trustee Governance Handbook Template

This new Board/Trustee Governance Handbook Template has been developed by Carmichael as part of our ongoing efforts to support non-profit organisations during this difficult time and beyond.

4. Set Agendas and take effective Board Meeting Minutes

In Line with the Charities Governance Code, agendas and minutes of board meetings are important. Boards or committees of even the smallest non-profits need them to put structure and discipline on meetings that may otherwise be too informal and unfocused.

Templates, Reports and Paperwork

1. Annual Reports Template

To help organisations meet compliance requirements and standards of good governance in annual reporting, Carmichael has prepared templates for organisations of various sizes.

2. Improving your Annual Report

One of the main aims of the Governance awards is to improve the standard of annual reports across the board, so this resource offers guidelines to realising just this.

3. Report: An Analysis of the Annual Reports of Irish Charities

Working in collaboration with Benefacts, a research project was undertaken by Carmichael to get a better sense of the general quality of annual reports in the wider charities sector. The full report is available to download.

4. Compliance Form (Carmichael Sample)

This guidance document has been developed by Carmichael to help charities that are implementing the Charities Governance Code to complete the Compliance Record Form. The document is for guidance only and organisations should complete their own Charities Governance Code Compliance Record.

5. How to conduct a board self-assessment?

Two templates based on the Charities Governance Code – first is a board health check and second is so each board member can assess their own performance.

6. Writing an Annual Report

There are things to consider when writing an Annual Report, here is a simple infographic.

7. Improving the quality of Board Packs for better decision making in Irish Non Profits

If you need to get the best out of your board members provide a board pack that creates for better decision making.

8. Best Practice Non-Profit Board Packs

Board packs are one of the key gateways for board members into the organisation they govern. The clarity and accessibility of board packs is vital to ensuring an effective board and well-governed organisation.

Follow the four stage plan to achieve this.

9. Template – Schedule of Matters reserved for the Board

Carmichael has prepared a new template on 'Schedule of matters reserved for the Board'. This template is intended for guidance purposes only.

10. Template – Chief Executive Scheme of Delegation

This Scheme of Delegation sets out the authority delegated by the Board of Trustees (the Board) of The Organisation to the Chief Executive (or designated deputy/interim CEO when The Organisation is without a Chief Executive). Here are the guidelines on how to manage the provision of authority to the Chief Executive.

11. New Staff Member – Induction Check-List

Hiring and inducting a new staff member can be a time-consuming process, particularly in a non-profit which does not have a dedicated HR function. This check-list has been designed to help you complete the relevant paperwork and deliver a complete induction to your new staff member. As always, this template should be adapted to fit the needs of your organisation.

12. Template- Training Needs Assessment for Board Members

Although experienced, a new board member may be lacking the knowledge of the non-profit sector so use this template to identify any gaps to address and implement their training.

13. Template – A letter for Appointment for a New Board Member

A letter of appointment template for new board members, allowing a chairperson to easily communicate a new board member's responsibilities, duties, and term of office.

14. Checklist for Appointing New Directors/Trustees

A template aiding with the integral process of a new director/trustee onto the board, including a check-list of the main tasks needed to set the new member up.

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16. Sample Job Spec – if you are hiring new Staff.

When hiring a new staff member to grow your team, Carmichael has designed this Sample Job Specification to ensure that you invite the right person to apply for the role.

17. Top Recommendations for Annual Report and Good Governance Awards 2023

Each of the annual reports entered into the awards undergoes a rigorous assessment process, including a technical compliance review, an assessment of governance practice disclosures and, for those short-listed, a three-stage independent judge review.

18. Social Enterprise and the Circular Economy

We are living in a rapidly changing world, where we need creative and flexible solutions to problems. We are well into a man-made climate and environmental emergency with potentially catastrophic consequences. Despite this depressing backdrop, there is evidence that change is beginning to happen. Governments and Big Business around the world are finally

formulating and implementing policies that will nurture the development of circular economies. Social Enterprise has an important role to play, and this article outlines the great work being done by Social Enterprises around Ireland.

19. Hiring your first Staff Member

The decision to hire your first paid staff member is a big one. It can be intimidating, and needs to be handled tactfully, but it can also be the key to growing a non-profit. The resource outlines some of the key considerations when hiring the first member of paid staff in a non-profit.

20. Is Your Annual Report Accessible?

We all know that the annual report is more than just a profit and loss statement. Annual reports are typically filled with important and often critical information about the charity's finances, its performance, and its goals for the future so make sure it is accessible. Have a read of this resource to guide you.

We hope you have found what you are looking for here. Sign up for our Newsletter [here](#) (at the bottom of this linked webpage) to find out about new resources landing on our website.