	Quality management Systems & Procedures Manual	<b>Document No:</b> SAJ/ QMSPM/02	Number of Pages 2
	<b>TITLE:</b> Governance Policy for The Scout Association of Jamaica (SAJ)	<b>Revision No.:</b> 00	<b>Revision Date:</b> 1 <sup>st</sup> January, 2024
		<b>Process Owner: Executive Committee</b>	

## 1. Purpose

The purpose of this governance policy is to outline the procedures for handling governance matters within The Scout Association of Jamaica (SAJ), including setting policies, ensuring their implementation, decision-making processes, and provisions for the protection and disposition of assets.

## 2. Governing Board Responsibilities


- a. **Policy Setting:** The governing board of SAJ is responsible for setting policies that align with the organization's mission, vision, and values. Policies should cover areas such as membership, finance, programs, safety, and governance.
- b. **Implementation Oversight:** The board is responsible for overseeing the implementation of policies by the executive team and staff members. Regular reviews and assessments should be conducted to ensure compliance and effectiveness.
- c. **Risk Management:** The board must identify and mitigate risks that may impact the organization's operations, reputation, or financial stability. Risk management policies should be established and reviewed periodically.
- d. **Strategic Planning:** The board plays a key role in developing and reviewing SAJ's strategic plan. This includes setting goals, defining priorities, and monitoring progress towards achieving objectives.
- e. **Financial Oversight:** The board is responsible for financial oversight, including approving budgets, reviewing financial reports, and ensuring compliance with financial regulations and best practices.
- f. **Ethical Standards:** The board should establish and uphold ethical standards for SAJ's operations, including codes of conduct for board members, staff, volunteers, and participants.

## 3. Decision-Making Processes

- a. **Consensus Building:** Decisions should be made through consensus whenever possible, with input from all relevant stakeholders.
- b. **Voting Procedures:** In cases where consensus cannot be reached, voting procedures should be followed as outlined in SAJ's bylaws. Decisions should be made based on the best interests of the organization and its stakeholders.
- c. **Transparency:** Decisions and the rationale behind them should be communicated transparently to all relevant parties, ensuring accountability and clarity.

## 4. Asset Protection and Disposition

- a. **Asset Management:** SAJ's assets, including financial assets, property, and intellectual property, should be managed responsibly and in accordance with legal and ethical standards.
- b. **Protection Measures:** Measures should be in place to protect SAJ's assets from loss, theft, or misuse. This may include insurance coverage, security protocols, and regular audits.
- c. **Disposition Procedures:** When disposing of assets, whether through sale, transfer, or other means, SAJ should follow established procedures that ensure transparency, fairness, and compliance with legal requirements.

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### 5. Compliance and Accountability

- a. Compliance Monitoring: SAJ should monitor compliance with policies, laws, and regulations relevant to its operations, and take corrective action when necessary.
- b. Accountability Mechanisms: Mechanisms should be in place to hold board members, executives, and staff accountable for their actions and decisions. This may include performance evaluations, ethics committees, and reporting mechanisms for grievances or misconduct.

### 6. Review and Amendment

This governance policy should be reviewed periodically by the governing board to ensure its relevance and effectiveness. Amendments may be made as needed with the approval of the board, following established procedures.

### 7. Adoption and Communication

This governance policy shall be adopted by the governing board of SAJ and communicated to all relevant stakeholders, including board members, executives, staff, volunteers, and members. Training and orientation sessions may be conducted to ensure understanding and adherence to the policy.

### Conclusion

The governance policy outlined above is designed to guide the operations of The Scout Association of Jamaica (SAJ) in a manner that promotes transparency, accountability, ethical conduct, and effective governance practices. By adhering to these guidelines, SAJ aims to fulfil its mission and serve its stakeholders with integrity and excellence.