

**Register of the Governance Code for Community,
Voluntary and Charity Organisations in Ireland**



Name of organisation: Teen-Turn

Address:

306 Redford Park
Greystones, Wicklow A63 TW40

Email: contact@teen-turn.com

We confirm that at our board meeting on August 24, 2018 we committed to start the process to become compliant with the principles of the Governance Code for a Type B organisation as set out in the Governance Code for Community, Voluntary and Charity Organisations in Ireland.

Chairperson name in BLOCK CAPITALS: JOANNE DOLAN

Date of signature: 8 OCT 2018

Secretary/Director name in BLOCK CAPITALS: CATRINA CARRIGAN

Date of signature: 8 OCT 2018



Teen-Turn Governance

Decision-making

The initiative's leader presents updates and seeks input once a month on the following to the advisory board (information which is also available/tracked on shared spreadsheets):

- milestones and deliverables
- documentation including School & Participant consent forms, Hosting Agreements, and funding applications
- monthly bank statement and cash flow report
- interactions with companies, schools, government agencies and other interested parties
- outstanding tasks/trouble shooting required to reach objectives
- publicity and networking opportunities, events, and coverage

Approach to governance

Teen-Turn governance adheres to a Memorandum drawing from the best practices of an unincorporated body, where the advisory board:

- agrees to plans and strategy to achieve the initiative's stated purpose, holding to account all who act on behalf of the initiative
- manages risks by identifying and advising on relevant legal/regulatory requirements, including issues concerning child safety and welfare pertinent to the initiative, and by exercising control over financial transactions through regular examination of bank account statements
- maintains transparency by reviewing communications with stakeholders and beneficiaries, discussing activity or feedback that could inform planning and strategy
- ensures responsibilities are delegated appropriately, recruiting contributors where necessary or there is a gap in skillset
- upholds integrity of initiative by addressing any conflicts of interest or concern for reputational damage



Additional steps planned to ensure good governance

Teen-Turn is currently registered as company. Ideally this standing would be converted to that of an incorporated charity.

Current members of the advisory board would become executive members/trustees of the charity responsible for governance. The initiative leader would then continue management and operations duties but in a non-governance role. This means this individual would be accountable for and report to the governance board on initiative performance but could also be remunerated.

The change to registration would allow the initiative to meet the increased demand it is experiencing and ensure controls are in place to secure the highest standards of governance, transparency and accountability for an effective organization conducting itself with the utmost integrity.

The governance framework thus far

- publicly demonstrated achievable objectives and steps taken towards solving a problem targeted by the initiative
- put into place procedures to account for activities and transactions in addition to internal control reviews
- mitigated key risks and liabilities through maximizing advisory board member training and education
- ensured compliance with regulation for the employment of young persons and Garda vetting by availing of informed evaluation and input from representatives from government and keeping up to date with changes
- secured funding, which is supervised and auditable
- grew the reputation of the initiative through multiple communications channels resulting not only in coverage but also a fourfold increase in participation
- identified areas for improvement and delivered a benchmark against which to compare peer and sector approaches
- linked initial strategy to implementation to future plans