

Responsibility Assignment Matrix

	Assembly of Members	President	Board (& sub-committees)	Family Alliance Board	Secretariat	Key
Governance	<ul style="list-style-type: none">A R Elects President and member representatives to the BoardA Agrees any amendments to the Articles and governance manualA Agrees auditors and their remunerationI Receives annual reports and accounts from BoardA Elects Family Alliance Board	<ul style="list-style-type: none">R Coordinates Board, election process and business meeting at General Assembly	<ul style="list-style-type: none">A R Elects co-opted trustees to the BoardA Ensures charity complies with charity law and requirements of the Charity Commission as regulatorR Makes amendments to Articles and governance manualA Approves amendments to Family Alliance bylaws and Articles of AssociationR Presents annual report and accounts to Assembly of Members	<ul style="list-style-type: none">A Oversees legal compliance of Family AllianceC Consulted on Family Alliance Board elections	<ul style="list-style-type: none">R Produces annual report and accounts as required by lawR Recommends auditors to General Assembly (via Board)R Files annual returns with Charity Commission and Companies HouseR Supports Assembly of Members and Board with governance responsibilities	<ul style="list-style-type: none">A Those who are ultimately answerable for the correct and thorough completion of the task, and who delegate the work to those responsible
Strategy & risk	<ul style="list-style-type: none">R C Provides steer and inputs ideas into the strategy development process (including Theory of Change)	<ul style="list-style-type: none">R Supports internal and external communication of strategy	<ul style="list-style-type: none">A Sets Family's strategic aims, objectives and direction. Identifies risks arising from its activities and manages those risksA Holds Secretariat to account for delivery of strategyI Receives biannual progress and risk reports from the Secretariat	<ul style="list-style-type: none">C Feeds into development of strategy and Theory of Change	<ul style="list-style-type: none">R Manages strategy development process and develops detailed strategy documents as directed by the BoardR Delivers agreed strategy and reports on the Board on progress and risks	<ul style="list-style-type: none">R Those who do the work to achieve the taskC Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication
Operational planning & budgeting	<ul style="list-style-type: none">R Identifies long-term, multi-country priorities and projectsC Inputs perspectives on wider planning priorities of Family		<ul style="list-style-type: none">A Oversees and signs off operational plan and budgetR Manages the reserve position and sets overall financial frameworkI Informed of member priorities through the Assembly of Members	<ul style="list-style-type: none">I Receives operational plan and budget for information	<ul style="list-style-type: none">R Manages operational planning and budgeting processesI Receives financial parameters from the Board	<ul style="list-style-type: none">I Those who are kept up-to-date on progress, often only on completion of the task; and with whom there is just one-way communication
Project delivery (charitable activity)	<ul style="list-style-type: none">R Implements work (via multi-country initiatives, Member Initiative Fund, micro-grants)I Receives consolidated activity reports from the Board		<ul style="list-style-type: none">A Oversees delivery of charitable activity against charitable objectsR Reports on activity to Assembly of MembersI Receives activity reports from Secretariat	<ul style="list-style-type: none">R Reports on Family Alliance funded activity to Assembly of MembersI Receives activity reports from Secretariat	<ul style="list-style-type: none">R Coordinates and supports project deliveryR Reports to Family for Every Child and Family Alliance boards on project activityR Manages allocation of project resources through multi-country initiatives, MIF and micro-grants	
Network growth & development	<ul style="list-style-type: none">A Agrees changes to membership standards and categories of membershipI Receives reports from Membership and Standards CommitteeC Consulted on scoping plans in member countriesI Receives information on new members	<ul style="list-style-type: none">R Participates in induction of new member organisations	<ul style="list-style-type: none">A Approves Membership Development Strategy and country scoping plansA Approves associate and affiliate member applicationsHolds ultimate accountability for member compliance inA e with membership standardsReceives reports on member engagement andI ompliance	<ul style="list-style-type: none">I Receives information on new members	<ul style="list-style-type: none">R Operationalises Membership Development Strategy (carries out country scoping and membership standards assessments)R Tracks and reports to the Board on member engagement and compliance with membership charter	
External communications	<ul style="list-style-type: none">R Representation of Family at external events	<ul style="list-style-type: none">R Representation of Family at external events	<ul style="list-style-type: none">A Representation of Family at external events	<ul style="list-style-type: none">R Raising awareness about Family in external events	<ul style="list-style-type: none">R Representation of Family at external events	
Income & expenditure	<ul style="list-style-type: none">R Participates in fundraising opportunities and informs Secretariat of funding opportunities in country and regionI Receives consolidated reports on financial performance		<ul style="list-style-type: none">A R Sets reserves policyA Approves Fundraising Strategy and income targetsA Monitors income and expenditure against income budget and targetsI Receives income reports	<ul style="list-style-type: none">A Monitors income and expenditure against Family Alliance budget and targets	<ul style="list-style-type: none">R Operationalises the Fundraising StrategyR Reports to the Board on income and expenditure and reservesR Manages reserves and monitors reserve policy	
Policies and business systems & processes	<ul style="list-style-type: none">I informed of changes to key policies		<ul style="list-style-type: none">A Approves changes to corporate policies and signs off on key business decisions		<ul style="list-style-type: none">R Manages changes to policies and business systems and processes	

