

Responsibility Assignment Matrix



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

