Method Statement Template

# Guidance Note

The template below provides a structured approach to help in documenting your organisation’s governance
principles, processes, and practices.

This format is not mandatory. You can tailor it to suit your specific organisational context and requirements. You can also provide a method statement which is in any other format. This template is intended to be a guideline; it is not a requirement to address every aspect of this, nor is there a singular correct approach.

# [Organisation Name] Method Statement for Governance

**1. Mission and Purpose**

* **Mission Statement**: [Insert your organisation’s mission statement here.]
* **Purpose**: [Briefly outline the purpose of your organisation and its core objectives.]
* **Alignment of Activities and Decision-Making**:
	+ [Describe how your organisation ensures that its activities and decisions align with its mission and purpose. For example, through strategic planning, regular reviews, or stakeholder consultations.]

**2. Accountability and Transparency**

* **Reporting Mechanisms**:
* [Outline how your organisation reports on its finances, performance, and impact. For example, through annual reports, financial audits, or public disclosures.]
* **Stakeholder Engagement**:
* [Describe how your organisation engages with stakeholders to ensure transparency, such as through meetings, surveys, or open forums.]

**3. Leadership and Decision-Making**

* **Decision-Making Structures and Processes**:
* [Explain the leadership structure within your organisation, particularly if there is no independent board. For example, describe roles, responsibilities, and how decisions are made and documented.]
* **Delegation of Authority**:
* [Detail how authority is delegated within the organisation and how accountability is maintained.]

**4. Regulatory and Ethical Compliance**

* **Legal and Regulatory Adherence**:
* [Describe the processes your organisation follows to ensure compliance with relevant laws and regulations, such as regular legal reviews or compliance audits.]
* **Ethical Standards**:
* [Explain how your organisation upholds ethical behaviour, such as through codes of conduct, training, or whistleblowing policies.]

**5. Financial Sustainability**

* **Financial Management Practices**:
* [Outline your organisation’s approach to budgeting, financial planning, and monitoring.]
* **Risk Management**:
* [Describe how financial risks are identified, assessed, and mitigated.]
* **Income Diversification**:
* [Explain strategies for diversifying income streams to ensure long-term sustainability, such as partnerships or revenue-generating activities.]

**6. Continuous Improvement**

* [Optional: Include a section on how your organisation reviews and improves its governance practices over time, such as through regular evaluations or adopting best practices.]

**7. Conclusion**

* [Summarise the key points and reaffirm your organisation’s commitment to effective, transparent, and ethical governance.]