****

**Jobstown Assisting Drug Dependency (JADD Project CLG)**

**Corporate Governance Statement**

JADD is committed to maintaining the highest standards of corporate governance. This statement describes how the board has applied governance principles / practices and details the board’s risk management, internal control, and compliance systems.

**Role of the Board**

The Board is collectively responsible for the long-term success of the organisation. Its role is essentially threefold - to provide leadership, contribute to policy and to ensure that the organisation provides its stakeholders with a balanced and understandable assessment of the JADD current position and prospects.  
  
The Board's leadership responsibilities involve working with volunteers / staff to set corporate values and to develop strategy. This includes identifying the risks the organisation is prepared to take in pursuing its strategic objectives. Oversight responsibilities involve providing a constructive challenge in relation to operational activities, approval of budgets and obtaining assurances that risk management and internal controls are sound.

Responsibility for management of the organisation rests with the board supported by the staff team. The primary areas where decisions remain with the Board include approval of the annual plan, financial statements / budgets, expenditure, event organisation and activities.

**Chairperson**  
The Chairperson's primary responsibility is to lead the Board, to ensure that it has a common purpose, is effective as an organisation and at individual board member level that it upholds and promotes high standards of integrity, correctness, and corporate governance. The Chairperson is the link between the Board and the staff of the organisation and is specifically responsible for establishing and maintaining an effective working relationship with senior staff.

**Membership and Composition**

The Board consists of volunteers with an appropriate mix of skills, knowledge and experience that is drawn from across the community in which JADD operate. Board members are appointed for a term of three years, with the option to put themselves forward for re-election, not exceeding three terms.

Board members receive no remuneration for their service.  
  
**Board Meetings**  
The board are scheduled to meet 10 times during the year; additional meetings are held on specific issues as may be necessary. There is regular contact by board members and staff between meetings to progress the operational plan of the organisation. The business of the board is formally recorded in minutes that contain key decisions and approvals. The minutes of the board are recorded and annually an approved detailed business plan is prepared and monitored throughout the year. The business plan provides a framework for managing all operational activities and key objectives for the year.

**Audit, Compliance and Assurance**  
JADD operates strong systems of risk management and internal control. The responsibility for the ongoing monitoring of their effectiveness belongs to the board itself. Individual tasks are delegated to specified board members and staff as appropriate. These systems manage the risk of failure to achieve business objectives by:

* Enhancing the top-down governance structures including an increased focus on risk management
* Developing an organisation risk register and a risk assessment statement
* Re-modelling the organisations risk register and developing improved integrated assurance reporting mechanisms.
* JADD is subject to external audit and all the compliance requirements as set out by the Charities Regulator.

**Relations with Stakeholders**

JADD recognizes the importance of communications with stakeholders. This is conducted through meetings, seminars, formal reporting processes, correspondence, web site, dedicated publications, and other support structures.

**Organisation Policies and Procedures**

JADD is governed by written policies and procedures that enable it to make decisions within defined boundaries. The policies and procedures enable the board and staff to clearly understand individual & team responsibilities; thus, maximizing the organisations resources and thereby provide a premium service to the target group.

**Going Concern**

JADD business activities, together with the factors likely to affect its future development, performance and position are set out in our annual review. The organisations financial position, its cash flows, liquidity position are described in detail within the annual financial statements. The objectives, policies, and processes for managing funds, risk management, objectives and exposures are documented within policy and operational procedures.  
  
JADD is well placed to manage its business risks successfully; is accountable and delivers its responsibilities to the highest standards.

**Approval & Adoption**

This Policy was unanimously approved and adopted at the JADD board meeting of the **31st October 2024.**