



## European Chinese Kuoshu Federation (ECKF)

### Governance and Accountability Arrangements

#### 1. Purpose

1.1 Governance and accountability forms part of the policy to maintain the European Chinese Kuoshu Federation (ECKF). It describes how the ECKF plans to work with existing and future national Chinese martial arts (Chinese Kuoshu and Shuai Jiao) organisations. It describes the expectation and constraints that might apply to the governance and accountability arrangements and the associated risks that the Executive Board must manage. By documenting the planned approach the Secretary General can quickly and effectively secure contributions from the Executive Board and other key stakeholders (as required) to ensure that there is an agreed shared understanding of the approach being considered for ECKF governance and accountability.

#### 2. Developing Governance and Accountability Arrangements

2.1 The Secretary General will prepare the first draft of the governance and accountability approach. This approach will be revised to incorporate comments and advice from the Executive Board members and determine the level of direction and prescription that may be applied in establishing governance and accountability arrangements for the ECKF. The Secretary General will then use the approach as the basis for advice on the ECKF governance and accountability arrangements and incorporate these arrangements into the ECKF governance for sign off by the Executive Board.

#### 3. Governance and Accountability Approach

3.1 In order to maintain the ECKF and to establish other national Chinese martial arts (Chinese Kuoshu and Shuai Jiao) organisations, the ECKF should set out a clear definition of how their relationship will work, in a written agreement which should clearly set out expectations that the ECKF Executive Board has of its members and that of its members have of the Executive Board. The relationship, governance and accountability arrangements may vary depending on the trading and legal status of the national organisations applying for membership of the ECKF.

3.2 The ECKF will be establishing financial mechanism to ensure the timely and regular payment of membership fees. The funding agreement between the ECKF and the national Chinese martial arts (Chinese Kuoshu and Shuai Jiao) organisations will be established through an annual contribution. The governance and accountability

arrangements for the ECKF will be determined following the issue of the specification. The specification has been drafted to provide guidance to national Chinese martial arts (Chinese Kuoshu and Shuai Jiao) organisations as to how the funds will be dispersed by the ECKF. The arrangements proposed should ensure robust governance and accountability arrangements, propriety and regularity.

3.3 The specification will be reviewed and updated periodically, during the consultation process. At the end of the consultation process we should have a firmer idea about the status of the arrangements between the ECKF as a corporate body and its branches in the national Chinese martial arts (Chinese Kuoshu and Shuai Jiao) organisations. As a minimum it is expected that any agreement between the ECKF and the national Chinese martial arts (Chinese Kuoshu and Shuai Jiao) organisations would include clear information about:

- shared aims, objectives and performance targets;
- governance and accountability (including financial propriety and regularity)
- arrangements for reporting; and
- where applicable, the process of appointments to the ECKF Executive Board.

#### **4. Recommendations for Governance and Accountability Arrangements**

4.1 The Executive Board will be responsible for overseeing ECKF and its management, making sure it fulfils its aims and objectives, lives up to its values and remains viable for the future. The Executive Board should establish systems to control and monitor ECKF's activities and those of national Chinese martial arts (Chinese Kuoshu and Shuai Jiao) organisations. It will make decisions along the way, altering the systems as needed in line with the constitution. In doing this, the Executive Board will carry out its governance responsibilities.

4.2 The Executive Board should be held accountable to the ECKF for the achievement of its outcomes and will be expected to demonstrate how well ECKF has been governed. The Executive Board should be responsible for the development of efficient and transparent systems of governance which will include:

- to establish and maintain the vision, mission and values of ECKF;
- to develop strategy aligned to the International Olympic Committee's strategic direction;
- to design and monitor policies to govern organisational activity;
- to establish appropriate employee and volunteer procedures and practice;
- to ensure compliance with ECKF's governing document (rules and regulations);
- to ensure that ECKF is accountable as required by European law;
- to ensure compliance with the law and that the actions of the Executive Board and the activities of ECKF are legal;
- to maintain proper financial oversight and effective management of ECKF resources to meet its aims and objectives;
- to maintain the effective performance of the Executive Board in managing the operations of ECKF;

- and to effectively develop and promote Chinese Kuoshu, in Europe, and to expand ECKF membership and its activities.

4.3 The Executive Board's relationship with ECKF members will be reflected in the Executive Board's assessment of national Chinese martial arts (Chinese Kuoshu and Shuai Jiao) organisation's capacity to effectively resolve issues and manage risks, including the delivery of the ECKF's aims and objectives at national level, financial management to ensure propriety and regularity. The Executive Boards monitoring and (if necessary) intervention will be targeted in the areas of most significant risks.