

# STRATEGY AND GOVERNANCE

## How to create a charter

### INTERMEDIATE

→ A CHARTER (ALSO CALLED STATUTE) DEFINES AN ORGANISATION'S MISSION, STRUCTURE, AND GOVERNANCE. IT IS A LEGAL DOCUMENT THAT IS ESSENTIAL FOR GUIDING OPERATIONS AND DECISION-MAKING.

### OBJECTIVES:

- Define **mission and vision**.
- Set up **governance structure**.
- Describe **roles and duties**.
- Ensure **legal and operational compliance**.



### DEFINE MISSION AND VISION

Clearly state your organisation's purpose (**why it exists**) and vision (**what it aims to achieve in the future**). This provides direction for the organisation.

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### SET UP GOVERNANCE

Design your organisational structure. Decide on a **Board of Directors**, **executive roles**, and possibly the **committees** needed. Define **how decisions are made**, who makes them and when.

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## DESCRIBE ROLES

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Outline **specific responsibilities for each role**, including Board Members, and General Assembly. This ensures accountability.



## USE RULES OF PROCEDURE FOR OPERATIONAL DETAILS

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Items related to **the day-to-day running of the organisation** that are subject to frequent updates - such as the organisation's address, volunteer and staff roles, and membership fees - can be included in a separate internal document, the Rules of Procedure.



## CHECK LEGAL REQUIREMENTS

Ensure your charter complies with **national laws and regulations**. This includes registration requirements, tax obligations, and reporting standards.

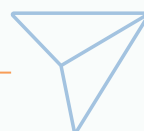
## REVIEW REGULARLY

Periodically **review and update the charter** to reflect changes in the organisation's activities or legal environment.

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## 7



### APPROVE AND SHARE

Obtain **formal approval from the Board**. **Distribute the finalised charter** to all members and stakeholders to ensure everyone understands their roles and responsibilities.

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### REGISTER THE CHARTER

Complete any necessary **registration processes**.

### TIPS

- Ensure **clarity and simplicity in language**.
- In many countries, **templates are available** that ensure compliance with local laws. You may also **consult with legal experts**.
- **Regularly review and update** the charter as needed.

USE THE [TEMPLATE HERE](#) AS AN INITIAL GUIDE.

REVIEW IPOPI'S CHARTER AND RULES OF PROCEDURE [HERE](#)