

Document Explanations

These explanations are being submitted to the Directors to assist with the review of the Policies and other documents prior to the Board meeting(s) in February. Board Members are asked to forward comments or questions to the General Secretary prior to the meeting. It is anticipated that reviewing the Policies prior to the meeting will negate the need for an in-depth discussion of each Policy during the meeting.

The Board approved several Policies in 2021 to which no amendments are required. These Policies are not included on the Agenda for Board approval.

02 – Minutes July 3, 2025

03 – Q4 – October-December, 2025

The Finance Director will review during the meeting. The Finance Committee will have reviewed Q4 and this document is to be received by the Directors.

04 – MOU – WACC-UK-Canada –2026

Because of the two jurisdictions, WACC UK and WACC Canada are required to have a Memorandum of Understanding between the two entities. The MOU has been updated to include the most recent legislation from the UK and Canada. No other significant changes since last review by Board.

05A - AI Policy

This is a new policy that addresses the matter of the responsible use of artificial intelligence applications, the ethical challenges they create and guidelines for WACC staff in dealing with AI. This is a fluid document, to be reviewed annually.

05B EN, 05B ES, 05B FR - Code of Conduct in Relation to Safeguarding / Sexual Exploitation, Abuse and Harassment and Bullying

There have been no changes to this document from the last Board approval, with the exception of the change of address of the Secretariat.

All Board Members are requested to sign the document and provide to the Secretariat.

05C – Gender Justice Policy

The Board is required to review the Policy every 4 years. The Policy has been updated since last review to provide in the Framework section, the most up-to-date conclusions, targets and focus adopted by the United Nations.

05D – Reserves and Investment Policy

The Board is required to approve this Policy yearly. There have been no changes to the document since last year.

05E – Serious Incident Reporting Policy

The Board is required to approve this Policy yearly. There have been no changes to the document since last year.

06 – Risk Register

The Board is required to approve this Policy yearly. Amendments to the Risk Register since last year include reference at No. 4 to the possible name change of WACC; the strengthening of experience among the Regions at No. 5; and the addition of the AI Policy at No. 10. The Finance Committee has reviewed the Risk Register and will provide their recommendation for Board approval.

07 – Directors Handbook

Section 5.1, the Responsibilities of the Board of Directors.

The original Institute of Institutional Directors (2014) description of the role of a Director has been replaced with an extract from the UK Charity Commission guidance publication “The essential trustee: what you need to know, what you need to do”.

08 – Declaration of Interest

This is the yearly declaration form that must be signed by all Directors. It is a requirement of Companies House. The auditors require it for their yearly audit.

09 – Funding Actions Documents

The Deputy General Secretary will be reviewing the document during the Board Meeting, to be received by the Directors.

10 – Management Actions Document

The General Secretary will be reviewing the document during the Board Meeting. It will require Board approval.

11 – Membership Report

The Deputy General Secretary will be reviewing the document during the Board Meeting. It will require Board approval.

12 – Budget

The Finance Director will be reviewing the budget during the Board meeting. The Finance Committee has reviewed the Budget and will provide their recommendation to the Board approval.