Template: Governance reference manual list of contents

1. **Introduction**
* Why is effective and legitimate governance important to us?
* The purpose of the manual
* Who is the manual for?
* Key source documents
1. **Background on our nation, community and organisation**
* Our people and population
* Our culture, history and future vision
* Our lands and communities
1. **Our current governance**
* Our governance vision and purpose
* Governing structures and arrangements
* Representative organisations and committees
* Leadership and selection/election processes
* Eligibility and tenure of office
* Our code of conduct and ethics
* Youth and succession planning
1. **Our governance roles and responsibilities**
* Governance roles and responsibilities
* Representation and advocacy
* Our members—participation, communication and rights
* Legal framework, duties and liabilities
* Steering future direction
* Making effective decisions
* Developing policies and rules
* Strategic planning
* Governance building
* Governing our finances and resources
* Hiring and supervising the top manager
* Relationship with staff, stakeholders and committees
* Dealing with complaints and conflict
1. **Our meetings**
* Role of the chair
* Participation and attendance
* Our meeting rules
* Quorum
* Voting and consensus
* Informed decision making
* Agenda
* Minutes
* Presentation of information
* Confidentiality issues
1. **Making and enforcing our governance policies and rules**
2. **Key contact information**