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### Overview

This standard is about supporting organisational decision-making. It includes presenting information and advice to decision-makers and making sure that decisions conform to legal, regulatory, organisational, environmental and ethical requirements. It is for administrators that support organisational decision making as part of their role.

## CFABAI131

### Support organisational decision-making

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#### Performance criteria

#### Promote and facilitate effective organisational governance

*You must be able to:*

- P1 identify organisational governance responsibilities and make sure these are understood by relevant people in the organisation
- P2 provide information and advice to support decision-making
- P3 record and communicate decisions made by the organisational governance body
- P4 make sure the organisation's governance and decisions conform to legal, regulatory, organisational, environmental and ethical requirements

#### Support decision-makers on the organisation's ethical and social responsibilities

*You must be able to:*

- P5 identify the organisation's ethical and social responsibilities
- P6 make sure the organisation's policies, procedures and decisions reflect ethical and social responsibilities

### Knowledge and understanding

*You need to know and understand:*

- K1 the scope and purpose of governance systems and procedures
- K2 the roles and responsibilities of all parties concerned with governance
- K3 ways of presenting information to promote debate and inform decisions
- K4 the conduct of meetings and events associated with governance
- K5 the methods of recording organisational objectives and governance systems
- K6 the methods of recording and communicating organisational information and decisions
- K7 the legal and regulatory requirements, environmental and ethical responsibilities relating to organisational governance
- K8 the consequences of non-compliance with legal and regulatory requirements relating to organisational governance
- K9 the legal requirements and methods of handling confidential and sensitive information
- K10 the relevant codes of practice
- K11 the sources of information and networks relating to contemporary ethical and social responsibilities
- K12 the methods of recording and disseminating organisational information and decisions
- K13 the organisation's mission statement and objectives, organisational strategies and policies
- K14 the legal and regulatory requirements, and own ethical responsibilities relating to the organisation's ethical and social responsibilities
- K15 the consequences of non-compliance with legal and regulatory requirements relating to the organisation's ethical and social responsibilities

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### Additional Information

#### Skills

1. analysing
2. communicating
3. evaluating
4. reporting
5. researching

**Links to other NOS** Business Resources; Manage Information and Data

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**Relevant occupations** Business, Administration and Law; Administration; Administration and Secretarial Occupations

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