

Fact Sheet for Community Groups

Have you looked into groups in your area who could support you? We call these 'Umbrella' Groups!

Things to consider

Informal Groups

Coffee mornings
Social get together

Formal Groups

Tenants and Residents Associations
Community Gardens
Community Events – what to do?

What is your structure? Is there a common goal?

Where and when will you meet?

Who in your area is interested? Have you considered families?

How will you advertise? Don't forget to have rules for social media!

How will you finance your group? Are you bidding for funding?

Did you know you have to have a minimum of 3 people to be a formal group?

First Steps

So you've now got your interested people and decided what the common goals are for your group? It is time to decide your roles, responsibilities and draft your first constitution and code of conduct....This is your groups guide!!

- **Committee members** – they are important to your group and we would advise having 5 people max. Always keep it to an odd number for voting!
- **A Chair** – they should have the following skills; good time keeping, gives residents the opportunity to have a say and follows the code of conduct.
- **A Vice-chair** – they should have the same skills as a chair and act as support to help as and when the chair needs.
- **A Secretary** – they should have the following skills; ability to use a computer (print at the library for free!), willingness to take a summary of each meeting and publicise the group.
- **A Treasurer** – they should have a good knowledge of accounts and being able to manage money. Account keeping can be very easy and the finances for your group is ALL of your responsibility not just this role. Please see our templates and videos to help you.

Don't forget, you will need to decide on the following to run your group successfully:

- A folding agreement to ensure everything is clear if the group were to fold for any reason?
- Equality and diversity statement and a safeguarding policy – please find these in templates below



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