

Running Good Groups

Introduction



Booklet

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Running Good Groups Tool Kit

About this Toolkit



This toolkit teaches groups the things they need to do to make sure that their group runs well. The word to describe the things you do to make a group run well is: *Governance*.

The reason it is important that your group runs well or has good governance is because it helps all of the members of the group to:



- Understand what is happening in the group
- Understand how decisions are made and how to make good decisions
- Know who can join the group
- Know what is happening with the group's money
- Have their say
- Keep good records
- Understand what their jobs are in the group



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It is important that groups are run well. Things you can do to run a good group or have good governance include:

- Writing down a description of your group, including: goals, who can join, the activities your group does, and why you do them. This is called a *Mission Statement*.
- Running good meetings with agendas, notes etc.
- Treating people with respect
- Supporting all members to have their say
- Keeping records of your money including how much you have, where it is spent and who looks after it
- Having rules to follow
- Knowing your legal responsibilities
- Working together to make a plan for the work the group does
- Helping new members to learn about the group



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What Will this Toolkit Teach Us?

This tool kit includes information about running good groups or governance including how to:



- Write a mission statement



- Run good meetings



- Include all group members



- Look after money



- Write rules or a code of conduct for the group



- Make good decisions



- Write a plan for the group



It might all sound too hard but.....

You can do it to!!!!!!!



What is in this Toolkit?

Booklet 1	Introduction to Kit
Booklet 2	Governance Checklist
Booklet 3	Writing a Mission Statement
Booklet 4	Writing a Code of Conduct
Booklet 5	Good Planning
Booklet 6	Looking After Your Money
Booklet 7	Complaints
Tip Sheet	Having Fun
Samples	Self Advocacy Sydney Complaint Form
Blank Forms	Mission Statement Form Finance Forms x 3 Action List Table
Checklists	Good Groups Checklist Finances Checklist New Groups Meeting Checklist



SARU

Self Advocacy Resource Unit

Resourcing Self Advocacy groups across Victoria
for people with intellectual disability, acquired brain injury and complex communication requirements

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