

Running Good Groups Tool Kit

Running Good Groups

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 it. This is called a *constitution*.
- 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	Reinforce Complaints Policy 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
DVD	Masters of all the documents



SARU

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

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