

# Running Good Groups

## Checklist



Booklet

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## About this Checklist



Good governance is the things groups do to make sure they run well.

If you have good governance it can help the group to make sure everyone has a say in the way the group runs and the decisions the group makes.

This checklist helps you think about the different things you can do to make sure you have good governance.



# Checklist

Tick for Yes



You have written down the purpose of your group or your *Mission Statement*



You have rules for the group (*Code of Conduct*)



You decided how the group makes decisions



Everyone in the group is supported to have their say



You have a plan or goals for the work the group is doing



You have rules about how you look after the group's money



You hold regular meetings



You have an agenda and minutes at your meetings



You have reports about the work people are doing



You have a plan for fixing problems, and a Complaints Policy



You have a plan for working well together



To learn how to write a Mission Statement go to:  
**Booklet No.3**



To learn how to write rules or a Code of Conduct for your group go to: **Booklet No. 4**



To learn ways to make good decisions go to:  
**Booklet No. 5**



To learn how to support everyone to have their say go to: **Booklet No. 6**



To learn how to do good planning go to: **Booklet No. 6**



To learn how to look after your money go to:  
**Booklet No. 7**



To learn about meetings, agendas, minutes and reports go to: **Meetings Kit**



To learn how to fix problems and to make a Complaints Policy go to: **Booklet No. 7**



To learn how to work well together and work as a team go to the: **Having Fun Together Tip Sheet.**



# 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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