

How Well Does Your Group Run?



Hull CVS
'community and voluntary services'



Here is a quick checklist for your committee to use to think about how effectively you run your group, and to ensure that you are doing what you need to do to make your decisions properly and legally.

This checklist is suitable for small groups with no employees, and less than £5,000 turnover a year.

Hull CVS can help your group with any of the things listed here if you need to know more to improve the way your group runs.

helping you make a difference

	yes	In progress	No/Not applicable	Comments/action Write any questions, or things you need to do about each point in these boxes.
Our committee keeps an up to date list of all our members.				
Our group has clear written rules of governance (e.g. a constitution) that we've signed and dated				
Our committee know what our constitution says and we are careful to follow it.				
All our committee are appointed following our constitution's rules.				
Our group welcomes anyone eligible being appointed to the committee.				
We help new committee members to understand their role and learn the skills they need.				
Our committee members do not get any payment or other material benefits from the group (except reimbursement of expenses).				
Our committee members work together and make decisions properly in meetings, and support all the committee's decisions.				
We keep a written record of our important meetings (e.g. AGMs/ Committee Meetings) including who was present, who sent apologies, and what decisions were made.				



Our committee plans ahead – both our activities and our funding needs.				
Our committee actively tries to learn about ways to improve how the group runs				
Our committee and members are clear about the boundaries between this group and other groups.				
We get advice and guidance on important issues to make sure we are working within the law and good practice (for example about fundraising, and involving volunteers).				
Our committee decides the arrangement for how the group manages its business and reviews them from time to time (e.g. things like looking after the money; paying expenses etc).				
Our group has a bank account in the name of the group that requires two signatures on any transaction.				
All the money our group receives, including cash such as members subs, tea and raffle money, is paid into our bank account, and if we need cash to spend we draw it from the bank.				
The treasurer updates the committee about our group's finances at every committee meeting.				
Our group writes up its annual accounts each year and the committee approves them.				



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