

COMMUNITY VOLUNTARY SERVICES TENDRING SUPPORT AND SERVICES

CVST can offer practical help and support to Voluntary and Community Groups in the district of Tendring to help develop your organisation.

For example, we can offer practical assistance and guidance about what to think about when starting up a new group or provide advice on governance or managing projects or help in applying for funding. We do this in the following ways: -

Starting a Voluntary or Community Group

There is a lot to consider when setting up a new voluntary or community group from scratch. All sorts of questions need to be addressed, such as:

- How do you know there is a need?
- What is the aim of the new organisation?
- Who else do we need to involve?
- What is the best structure for our group?
- What Governing Document (i.e. constitution, terms of reference, articles of association) is needed?
- What will our initial objectives be?
- What should we include in a Budget and how can we do this?
- How do we open a Bank Account for our organisation?
- How do we run our first meetings?
- What documentation and policies are required ?

Managing Your Group

Once your group is up and running it will need to be well managed to be able to continue delivering effectively. These are some of the areas that need attention:

Managing People – recruiting and supporting volunteers. Employing and supporting staff

Managing Projects - planning and delivering projects

Operational Management - policies and procedures

Strategic Management - strategic and business planning

Governance

Strong leadership from the groups Trustees/Managing Committee is vital in ensuring that a group is effectively and properly run. Consideration needs to be given to:

- Focusing on the strategic direction of the group
- Developing the skills and knowledge of your groups Trustees/Management Committee

- Recruiting new Trustees/Managing Committee Members
- Ensuring compliance with the organisation's governing document/policies and the
- Law such as Insurance, Data protection, Health & Safety, Risk Management, Charity Law

Finance

How you manage your funds, salary payments, expenses, activity costs and overheads can be the backbone of your organisation. It can enable your organisation to demonstrate effectively how you have translated public and charitable monies into activities, projects and services. When done efficiently, it can help your group report back to funders and enhance public confidence in what you are doing. However, when not addressed, and when financial management slips, it can cause fundamental problems for your organisation and be an unnecessary and expensive drain on resources to fix the problems. The following areas therefore need attention:

- Preparation of Annual Accounts
- Accountancy/Book Keeping
- Payroll
- Cashflow Forecasts/Budgets
- Management committee reports
- Evaluation and monitoring systems
- Applying for grants and/or tenders
- Fundraising

If you would like to have the opportunity to meet with a trained member of staff to talk about any of the above subjects, contact CVST to arrange an appointment. Tel: 01255 425692 or admin@cvstending.org.uk Please specify which subject you would like to discuss.