

Section 1

The Committee

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Contact sheet for the Committee of 17/4/15
(Complete annually following AGM)

Name of setting	Tickton Pre-school and Play Pals,
Address	Main Street, Tickton, Beverley, HU179RZ.
Telephone contact	
Name of Leader	Helen Turner
Correspondence address	Main Street, Tickton, Beverley, HU179RZ.
Telephone contact	01964 501744
Email address	info@ticktonpreschol.co.uk

Details of Current Committee

Office	Name	Date took on officer role
Chair	Christopher Armstrong,	17/4/15
Secretary	Lucy Saint	2012
Treasurer	Nicci Richardson	2010

Committee Handover Checklist

Ideally a handover period of at least a month is helpful however if this is not possible it is essential that all outgoing officers have a meeting with their incoming replacement in order to explain their role and function, highlight any immediate action that needs taking and handover documents and publications.

What needs to be done?	Who is responsible?	Date completed / received	
Meetings to be organised between outgoing and incoming officers	Individual officers	Chair	✓
		Secretary	✓
		Treasurer	✓
Meeting to be organised between incoming chair and leader	Incoming chair	✓	
Responsibilities of the management committee document given to all new committee members	Secretary	✓	

CRB process started for all new committee members (form EY2)	Chair and Incoming chair	✓
Copy of constitution given to all new committee members	Secretary	✓
Policies circulated to new committee.	Secretary	✓
Copy of Statutory Framework for the early years foundation stage	Secretary	✓
Latest Ofsted report circulated	Secretary	✓
Nominate one member of committee to carry out a health and safety review and report to next meeting	Jamie Rowley	✓
Nominate one member of committee to look at staffing procedures	Nicci Richardson	✓
Nominate one member of committee to look at Registration and Quality issues	Gill Prior-Jones	✓
Nominate one member of the committee to become the designated person for safeguarding Children	Nominated SG officer for the committee is Vikki Blissett.	✓

Health and safety Review

Carried out by Jamie Rowley.

What am I looking for?	Notes	Complete and in place ✓
Documentation It is an essential part of the welfare requirements to hold this information and that it is stored securely where appropriate:		
<ul style="list-style-type: none"> • Children's registration forms including • Child's full name date of birth • Name and address of every parent and carer who is known to the provider • Name of parent/carers the child normally lives with • Emergency contact details of the parents/carers. • parental consent for emergency 		✓ ✓ ✓ ✓ ✓ ✓

medication <ul style="list-style-type: none"> • Allergies and health issues • Consent for photographs • 2 or more emergency contacts 		✓ ✓ ✓
Register- recording time of arrival and departure for children and adults	Parent signing in and register in place.	✓
Accident and Incident books	In place	✓
Medication records	In place	✓
Risk assessment- daily list and annual	Completed and in place.	✓
Visitors book	In place	✓
Fire drill log <ul style="list-style-type: none"> • Including dates of fire drills and time taken to evacuate premises • Fire evacuation procedure on wall 	Completed regularly and in place.	✓
Insurance certificates	On display.	✓
Do you have;		
Health and Safety Posters		✓
Access to a telephone		✓
First Aid box and a system in place for regular review of contents	Reviewed	✓
No smoking sign		✓
Insurance certificate	On display	✓
Ofsted Registration certificate	On display	✓
A list of allergies and intolerances	Records completed.	✓
Plug socket covers		✓
Radiator/ heater guards	-	
Door hinge covers	Finger guards in place.	✓
Safe water temperature	Water temp equipment in place in children's W/C area.	✓
Appropriate room temperature	Monitored daily.	✓
Ventilation	Monitored daily	✓
Equipment and resources cleaning rota	Cleaning rotas in place.	✓
Accessibility?		

How accessible are the premises to children and parents with disabilities Are there any adjustments that can be made to improve accessibility?	Very accessible to people and children who use wheel-chairs and/or walking aids.	✓
Are the handles and locks of doors and gates safe and secure?	Child gates used appropriately.	✓
Is the outside play area as safe and secure for the children as possible/ is it included in your risk assessment?	Out-door area safe and monitored by staff.	✓
Food and drink		
Environmental health- In some areas the environmental health officer will inspect the premises, has anyone contacted the local officer to enquire?	We have been contacted by a health officer – but as we didn't provide meals we have had no further contact.	✓
Observe hygiene practices before and after snack/drink time. Cleaning tables/ hand washing		✓
Is fresh drinking water available for the children?	At all times.	✓
Are the drinks and snacks healthy options?	Eat Better, Start Better is being followed.	✓
Equipment		
Is there a current inventory of equipment and resources?	Inventory in place.	✓
Is there a procedure for reviewing and replacing resources and equipment?	Monitored daily/ cleaning rota in place.	✓

Policies and Procedures		
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Do you have and review your health and safety policy		✓
Do you carry out Risk assessment		✓
Do you have and review your Safeguarding children policy		✓
Do you have and review your Promoting health and hygiene policy		✓

Good recruitment practice	Carried out by Nicci Richardson	20/4/15
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Do you have a recruitment policy and procedure		✓
Do you widely advertise		✓

Do you have Job descriptions & person specification	✓
Do you have application forms	✓
Do you have a format for short listing & interviewing that is fair and transparent	✓
Do you follow up references	✓
Do you carry out CRB checks	✓
Do you have a probation period	✓
Is there an induction programme for new staff?	✓

Where to go for initial support

<p><u>Committee support</u></p> <ul style="list-style-type: none"> • Preschool Learning Alliance development officer <ul style="list-style-type: none"> ✓ Roles & responsibilities ✓ Constitutional information • Websites – www.charity-commission.gov.uk www.pre-school.org.uk • Publications – Managing a charitable Constituted Setting – PsLA publication
<p><u>Business Support</u></p> <ul style="list-style-type: none"> • Pre-school Learning Alliance development officer <ul style="list-style-type: none"> ✓ Funding ✓ Extended & flexible service ✓ Robust Business practice & employment practice ✓ Sustainability & marketing ✓ Robust financial practice & procedures ✓ Incorporated association ✓ Lease and rental/hire agreements ✓ Recruitment • District Partnership Team <ul style="list-style-type: none"> ✓ Sustainability funding ✓ Funding for new places ✓ Opening a new setting or satellite setting ✓ Ofsted registration • Websites -www.hmrc.gov.uk www.charity-commission.gov.uk www.pre-school.org.uk www.businesslink.gov.uk www.dti.co.uk www.companieshouse.gov.uk

Other websites listed in the pack

- **Publications** – Business Matters pamphlets – hard copy sent to all
Good Practice in Recruitment & Selection has been updated
both are available on www.hertsdirect.org/younginherts
Employment in Early Years Settings, Finance in Early Years Settings and
Effective Marketing and Publicity for Early Years Settings – PsLA publications

Quality Practice

- **The Early Years Team** – Early Years consultant for your district. They will support the practitioners in delivering good practice concerning the Early Years Foundation Stage & the Statutory Framework for the FS.

Your staff will give you appropriate contact details.

Committee Roles and Responsibilities

A committee (members can be referred to as Trustees) is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution. As a governing body, they will need to have a shared vision of what the organisation is about and what its end goals might be.

The committee is responsible for the overall management and organisation of the setting.

- Most committees have a core group of people who have specific roles and responsibilities in addition to those of a general committee member.
 - Chairperson
 - Secretary
 - Treasurer
- Committees can vary in size but need to have enough members to carry out necessary tasks; too many members can result in the committee being unmanageable and ineffective. If using the Pre-School Learning Alliance model constitution 2008 please note that 60% of committee members should be parents unless special arrangements are made through the PsLA national centre.
- Committees will usually meet not less than six times a year and when making decisions has to meet its quorum, (this refers to the minimum number of committee members needed at a meeting, usually four members, or one third of the total committee members). They will also ensure that an AGM (in a membership organisation) is called.
- The committee has the power to create and adapt aims and objectives for the group, and to make policy decisions designed to assist with achieving these aims. If the aims and objectives have already been established, then each committee member must know what they are and understand what they mean.

- Committee members work with the Manager / Leader to develop a good working relationship to ensure that the legal requirements and childcare arrangements have suitable aims and objectives.
- The committee is responsible for recruitment, staff training, development, paying salaries and managing contracts of employment.
- The committee can delegate certain responsibilities to staff and should allow them to undertake these delegated duties without over interference. However, it is the responsibility of the committee to support, guide and lead the staff team.
- The committee creates fair personnel and employment policies that meet legal requirements; these protect the organisation and those that work within it. The committee is responsible for monitoring activities to ensure that policies reflect practice.
- Productive meetings are held where organisational issues are dealt with efficiently. It has regular appraisals, self-assessments and development plans.

Reasons to prevent you becoming a Trustee / Committee member

You cannot become a Trustee if you are,

- Under 18 years of age (unless the Charity is a registered company)
- Disqualified under section 72 of the Charities Act 1993, because for example, you are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception
- A paid member of staff can be elected onto the committee but with conditions attached (see model constitution 2008)

Legal obligations

Statutory and common law obligations, which exist in law, must be met by all organisations; it is the committee's responsibility as the employer to keep up to date with any changes in legislation, as you are not formally informed.

- EYFS 2014
- Contracts of employment and employment legislation
- Equal opportunities legislation
- Income tax, national insurance, VAT and /or other taxes
- Lease, license or tenancy agreements for premises
- Health and safety legislation (including Environmental Health)
- Insurance requirements
- Financial record keeping and information, fund raising, grants and awards, bank accounts, loans and overdrafts
- Service agreements or contracts for work undertaken
- Data protection legislation (2007)
- Charity law (if relevant)
- Companies Acts (if registered)
- Flexible Working rights (2009)
- Corporate Manslaughter Bill (2007)
- Equality and human rights (2007)

- Minimum statutory holiday entitlement increases (2007)
- Ban on Smoking in the workplace (2007)
- Information and Consultation of Employees Regulations (2007)
- Maternity leave increases (2007)
- Statutory sickness pay (2009)
- Data (in addition to the Pupil registration regulations 2006)
(for further information see Employment in Early Years Settings 2007 PsLA)

Being part of committee can be both enjoyable and rewarding, individuals bring with them various skills, talents, expertise and ideas that can be used to enhance the group. In return, opportunities to develop new skills in areas such as management, marketing and recruitment can be gained.

The Role of Chair

Job Description

- The public face of the committee. The Chair is expected to represent the group in an official capacity at public event and open meetings.
- Chair all committee meetings and ensure that these meetings run effectively. If the Chair is unable to attend a meeting, it is their responsibility to find a volunteer replacement.
- Ensures that the committee operates to its constitution and holds the correct number of meetings a year.
- That decisions are voted on by a quorum of members, either for or against a proposal
- Organise an AGM annually.
- Responsibility for staff line management, of which some may be delegated to the leader.
- Responsible for recruitment of staff (with support from other members & leader)
- Support the treasurer and secretary and oversee that they are managing their roles and responsibilities.
- Make quick decisions in the event of a crisis. You must try to canvass the opinion of as many of the committee as reasonably possible before making a decision if it is essential that a decision be made before the next committee meeting.
- Act democratically and not as a dictator.

Basic Checklist

What do I need to see?	
A copy of the constitution	✓
A copy of the latest Ofsted report	✓
Ofsted registration document	✓
The minutes of previous meetings	✓
Copies of annual reports	✓

A copy of the budget	✓
The annual accounts	✓
Staff records	✓
Copies of rental or partnership agreements	✓
Insurance certificate/ public liability and employers liability	✓
Business Plan	✓
Operational plan	✓
Copy of the welfare requirements	✓

The Role of Treasurer

Job descriptions will vary from group to group as some employ a paid bookkeeper, administrator or pay-roll company. The treasurer has many tasks to perform and it is essential that the rest of the committee recognise and support that role.

Job Description

- Responsible for reporting to the committee all matters to do with the groups finances.
- Keep clear, accurate records of the group's financial transactions
- Prepare a budget and budget forecast
- Manage the group's budget, issue bills, receipts and payment on behalf of the group.
- Manage the group's bank account in consultation with the rest of the committee and sign cheques on behalf of the group, as one of two signatories.
- Present a financial report to each committee meeting.
- Pay staff wages and volunteer expenses.
- Arrange for annual independent examination of accounts prior to AGM
- Give an annual financial report at the AGM

Basic Checklist

What do I need to see?	
The accounts/ financial reports	✓
Current budget	✓
Current receipts and payments documentation	✓
Bank or building society statements	✓
Bank reconciliation	✓

Bank/ building society mandates	✓
Payment of fees policy and benefits information	✓
Payroll information	✓
Annual grants and funds information	✓
Financial diary- (what should I expect and when should I expect it?)	✓
Nursery education grant claim forms and information	✓
Milk claim information	✓
Waiting list to prepare new budget	✓

The Role of Secretary

Job Description

- Prepare agenda for meetings (in consultation with the Chair) and circulate to committee members
- Attend meetings and take minutes
- Send and receive letters on behalf of the group and keep a record of correspondence
- Inform committee of dates and times of meetings
- Inform everyone of dates and times of open and annual meetings
- Arrange the venue for meetings
- Co-ordinate circulation of relevant documents to committee members
- Some secretaries also manage the groups waiting list and arrange visits

Basic Checklist

What do I need to see?	
Contact details of all staff and committee members	✓
Group events diary	✓
List of contact details for advisory and support agencies	✓
Copies of past agendas and minutes	✓
Correspondence and details of correspondence sent and received.	✓
AGM information- including process and forms for nomination of new committee members	✓
Venue for meetings – booking information	✓

As you will need to circulate these, you should also be given the following documents: Policies and procedures Copy of the constitution Welfare requirements Ofsted Report	✓
Copies of general letters and newsletters sent to parent/carers	✓
Waiting list - optional	✓

New Committee Members Welcome Sheet

<p>Thank you for volunteering to join our management committee. Here are a few details about how we run and what we do.</p>
<p>CONSTITUTION Our constitution can be found on our website. It is our governing document. Please do read it. It is a fairly dry legal document but it explains how the committee must operate.</p>
<p>The group is/ is not registered with the Charities Commission? Our charities number is.....</p>
<p>MEETINGS We hold 3/4 meetings a year. We hold 3 open meetings a year, all parents welcome We hold an Annual General Meeting in the summer Term to which all parents are invited.</p>
<p>ROLES AND RESPONSIBILITIES The committee</p> <ul style="list-style-type: none"> ● are collectively responsible for managing the group. ● must appoint a Chairperson, a Secretary and a Treasurer. ● must be aware of and comply with current legislation. ● recruit and line-manage the staff. ● must do their best to ensure the financial stability of the group. ● must try to recruit future members of the committee! ● the committee does/ does not employ an administrator or bookkeeper. ● does/does not have a fundraising sub group.
<p>FINANCES As a charity or not-for-profit organisation, all of our finance is used for the</p>

benefit of the children who attend.

However, we do hold a contingency fund in line with charity law.

We hold a variety of fundraising events each year, new suggestions always welcome!

Volunteers are welcome to claim back relevant and legitimate expenses.

We look forward to seeing you at the next meeting of the management committee which will be held at:

- Please arrange a visit to the group so that you can have a chat with the leader about their role and responsibilities.
- The Chair of the management committee will also organise a convenient time for you to meet for an informal chat about our roles and responsibilities.

Thank you for your support. We do hope you will enjoy your time as a committee volunteer and remember to encourage your friends to join us too!

Staff Relations – Them and Us?

The relationship between management committee and staff can be a difficult one therefore; clear boundaries and roles must be set. These boundaries can often be difficult to define and can vary significantly from group to group.

It is essential that the committee and the leader / manager understand their role and boundaries and demonstrate respect for each other's position and responsibilities.

The committee agrees the extent of the delegated responsibilities of leader / manager and the limit of their decision-making authority, but is fully aware the final responsibility lies with the committee themselves.

The role of the committee in broad terms is to lead, direct and ensure the organisation operates effectively. Whilst the role of the staff is to manage, implement and carry out work that helps the organisation achieve its overall purpose.

The committee must entrust the day-to-day running of the setting to the leader, but a strong working relationship is essential.

The Chair of the committee and the leader should:

- Meet regularly at times that are appropriate, the leader may not be able to leave the setting at certain times of the day or for long periods
- Share information! Two-way communication is important, so both have an overview of the organization as a whole.
- The committee should seek the professional opinion of the leader when needed.

- Respect each other's views and opinions, be familiar with, and understand each other's job descriptions.
- Trust each other to fulfill their obligations.
- Listen to each other.
- Be involved in reviewing policies, budgets etc.
- Conducting staff appraisals is responsible for staff development and recruitment procedures.
- Organise team events to involve all committee members and staff to cement relationships and strengthen the team.

Effective meetings

General Meetings:

Your constitution revised in 2008 will state the minimum number of committee meetings that you must hold in a year. Meetings should have an agenda that are circulated a couple of weeks in advance of the meeting so that everyone knows what is expected of them and what issues will be discussed. The secretary with input should draw up the agenda from the chair, other committee members and the leader. The secretary should record the names and therefore number of people in attendance.

Annual General Meetings:

The committee is elected for the coming year at the AGM. Voting can be recorded by a show of hands or by ballot. At this meeting the treasurer, chair and leader should give an annual report.

Open meetings:

An open meeting is open to all and does not involve business discussions and decision-making, for example you might have decided to invite a speaker.

The agenda:

Date, time, place of meeting

- Apologies for absence
- Minutes of the previous meeting
- Any matters arising from these minutes
- Chairs report
- Treasurers report
- Secretary's report on any received correspondence
- Leaders report
- Any important items for discussion
- The date, place and time of the next meeting
- Any other business- this should be kept to a minimum

A meeting has the following functions:

- receive information

- consult members on their opinions, views and feelings
- discuss important policy decisions
- make decisions
- review past decisions
- plan for the future

Effective meetings:

- have detailed agenda -sent out at least 1 week in advance
- agenda items in a logical order
- most important agenda items to come at start of meeting
- clear reports given – information, discussion or decision
- time allocation for each item
- agreed time of meeting to end
- minutes to summarise main points – who will act and by when
- people listen
- chair is in control

Role of Committee Members before a meeting:

- read agenda
- read any relevant papers
- think about issues to be raised
- have any points they want to raise

Role of Committee Members in a meeting:

- join in discussion
- have constructive ideas
- listen to others
- try to find areas of agreement
- avoid personal attacks
- accept decisions made by the majority

Chairing a meeting effectively:

- keep meeting focused
- draw out quieter people
- stimulate discussion
- control the group calmly
- recognise a potential decision
- stop discussion
- Keep to agenda and time-frame
- Ensure information is clear and relevant

- Control discussion and ensure full participation
- Ensure organisations policies are applied
- Identify decisions taken and ensure they are recorded
- Ensure any actions allocated to individuals are recorded
- move on

Staff role at Committee meetings:

- inform committee of activities and raise issues
- advise committee
- feedback items
- it is good practice to pay staff if attending committee meetings
- The [Pre-school Learning Alliance Model Pre-school Constitution 2008](#) gives permission for paid members of staff to be elected onto the committee, as long as the trustees consider it to be in the best interest of the charity (e.g. providing best value)
- They should not feedback any confidential items
They can withdraw before discussions on items such as pay -often these come first on the agenda then staff join the meeting later.

Decision-making:

Ensure all committee members have read or heard all relevant information

What choices are available and what are the constraints

Agreement on the aim/objective, things to consider

- How is the aim to be achieved
- what are the steps and resources required

Possible barriers to effective meetings:

Reason of meeting unclear – no evidence of focus

Papers not sent out, - or too late for members to read them before the meeting

Not keeping to the agenda – or no agenda

Long discussions with no conclusion

Dominant individuals

Overload of work

Absent members – difficult for committee to function properly

Conflict – negativity

Rushing discussion – it is important to talk things through thoroughly

No continuity, no follow-up – erodes effectiveness of committee

Issues for Committees:

Dominant individuals

Members who do not attend

Not enough members

Overload of work

Old –v- new committee members

Attracting and keeping committee members

Most voluntary management committees struggle at times to recruit new members. Different approaches and ideas work for each organisation and it is always worth reviewing your recruiting procedures and trying new ideas.

Always remember that committee's include parents and community members who are therefore highly motivated to ensure your organisation succeed. Being part of a committee can be satisfying and rewarding as well as equipping individuals with new skills and experience.

Keeping members

- Keep all existing members informed of all matters (positive and negative)
- Recognise the good work, skills and support that members contribute
- Ensure committee roles and responsibilities are clear
- Expectations are comprehensive and achievable
- Some organisations offer out of pocket expenses for travel, baby-sitting etc.
- Offer training to fulfill committee roles
- Team building – fun events to strengthen team (committee and staff)
Social events, team building activity etc.

Attracting new members

Existing customers and word of mouth are your greatest assets – use them!

Keep members/parents informed of all you are doing with newsletters - what you do and how the children, school and community benefit from what you are doing, when you need help and how they can support.

Raise the profile of your group – with marketing techniques

- Leaflets or flyers
- Information in other peoples brochures e.g. school, Children's Centre
- Pre-school prospectus
- Posters
- Pupil post via schools or parent groups
- Open sessions, for children and families to attend.
- Open evenings for parents to meet the staff
(Try at the end of a session to see parents as they collect)
- Balloons, badges and sticker
- Bring a friend to breakfast or tea

- Special events
 - clown to visit
 - AGM – attract both parents and children (offer a disco for children, cheese, and wine for parents)
 - Celebrate setting anniversaries, accreditations
- Web site –containing logo and stating you are a committee/ charity

Attract and advertise beyond the organisation’s members

- Statutory agencies – members who work in public service
- Commerce and Industry - many organisations have policies on staff involvement in the community – some actively encourage staff to undertake voluntary work.
- Colleges and places of further and higher education – Good establishments for advertising plus joining a voluntary committee may be part of a Prince’s Trust programme or a social care course.

Definitions and terms used by committees

There are many terms used, below they are explained.

It is important to differentiate between the committee as a whole and the individual members.

As long as you understand what you are – that is the important thing!

The whole group

Known as:

- The Committee
- Voluntary Committee
- Management Committee
- Registered Charity or Charity
- Management Board or The Board of Management

The individual members

Known as:

- Committee member

- Trustee
- Board member

What these terms mean?

- Most of the terms refer to the way the group is legally established.
- Some of the terms are inter-changeable.
- Sometimes you can be called more than one thing.

The Committee/ the Voluntary Committee/ Management Committee

- These are all the same and inter-changeable.
- It means the group who manages – or oversees the group.
- **Voluntary** just emphasises that there is no payment.
- **Management** means that they have a legal responsibility to make sure all legal obligations are kept
- **Voluntary Management Committee – this is not a legal form of management. It is another term for Board of Management**
- **Registered Charity or Charity**
- Groups, which register with the Charity Commission, are referred to as Registered Charities or as a Charity. They will have a registration number from the Charity Commission.
- All groups that are ‘charitable in their aims’ and have a turnover of more than £1000 need to be registered with the Charity Commission (This will be most of the Voluntary Managed groups in the county).

Trustees

- Trustees are the group of people (committee) who manage the Registered Charity.
- The numbers of Trustees varies.
- Some Registered Charities have the whole committee as Trustees. Other groups just have the Chair, Treasurer and Secretary.
- The number of Trustees will depend on your constitution and the Charities Commission application form you submitted.

Trustees and Committee members

- In some groups these are the same people the names are inter-changeable.

Management Board or Board of Managers

- The term for the group of individuals who have collective responsibility for the management of an organization.
- This term is being used increasingly for all management types.

Other useful terminology

Company Ltd by Guarantee

- This is the recognised legal route for Charities and Voluntary groups. You are then known as an incorporated association
- You will need to have Company Directors.
- Voluntary groups are advised to become Charities Ltd by Guarantee as it gives added protection for the individuals.

Company Directors

- Where you choose to become an 'incorporated' group you will need three or more Directors to comply with the Companies Law.
- You will need a Company Secretary.
- Directors may also be Trustees if the group is a Registered Charity.

Incorporated Association

- Is when a group becomes a company as well as a charity.
- Charities and Voluntary groups can incorporate as Companies Ltd by Guarantee.
- You need to have Articles and Memorandum – the rules and regulations by which the group operates.
- You will need to register with Companies House.
- Ask your Development officer for step-by-step information to becoming an incorporated association.

Unincorporated Association

- Group set up with constitution but there is little protection for committee members – they will be personally liable.
- This style of management is only suitable for very small community based groups.