

Management Committee Handbook

It may be worth giving all management committee members a handbook, containing essential information about the organisation and their role. This would be particularly useful for new committee members as part of their induction.

A handbook could include the following:

- Governing document (constitution, memorandum and articles of association, rules or trust deed).
- Brief history or background of the organisation (how it was established, major milestones or successes, any changes etc.).
- Policies (child protection, equal opportunities, health and safety etc.).
- Responsibilities of the committee (what the role involves, what they are expected to do. This could be in the form of a 'role description').
- Names of the other management committee members (perhaps also include some information about them e.g. how long they've been involved, and contact details).
- Any additional rules or procedures e.g. code of conduct.
- Scheduled meetings and events.
- Diagram of the structure of the organisation and details of staff and volunteer roles.
- Asset list (e.g. property held).
- Details of funding and finances.
- Most recent annual report and minutes of recent committee meetings.
- Long and short term objectives.
- Publicity materials, newsletters or other information.
- Good Governance: a Code for the Voluntary and Community Sector (the Code) www.governancecode.org
- Being a trustee: *CC3 - The Essential Trustee: What you need to know* (Charity Commission) www.charitycommission.gov.uk/publications/cc3.aspx
Being a Trustee: Easy Read version: www.charity-commission.gov.uk/Library/guidance/cc3_easy.pdf
- Other information you consider to be essential.