

Building a Community Group - Level One

Aimed at groups in the early or re-development stage of forming a community or voluntary group.

➤ Building a Foundation

Providing an introduction to the idea of community development and exploring the groups' role within the community. This will include a discussion on the following topics:

- ❑ Aims and objectives of the group, i.e. what is the group trying to achieve?
- ❑ Identifying the target section of the community to be supported by the group
- ❑ Identifying the supports and amenities already available to the target section of the community

➤ Writing a Constitution

Based upon the aims, objectives and target community of the group, the participants will be encouraged to write a brief constitution, outlining how their group works. Samples of constitutions will be provided to the participants. At this stage, the participants will be given a brief introduction to the options available to community groups regarding structure, e.g. association, limited company, etc.

➤ Working with the community

Exploring how community groups work within a community and establish a relationship with supporting agencies and local bodies, e.g.:

- ❑ Publicising the group within the community
- ❑ Consulting with the community
- ❑ Attracting new members
- ❑ Liaising with agencies



➤ Roles & Positions

Describing the various duties and responsibilities of the committee roles & positions within the group, e.g.:

- Chairperson
- Treasurer
- Secretary
- PRO
- General members

➤ Holding Effective Meetings

Providing tips and advice on how to hold an effective community group meeting, including:

- Setting an agenda
- Identifying attendees
- Publicising the meeting
- Roles of the chairperson, secretary, etc.
- Adapting to different types of meetings, e.g. information distribution, decision making, etc.
- Holding the meeting
- Identifying action points
- Concluding the meeting

