

Managing Your Community Project

This is aimed at groups who have established a community project, social and/or enterprise-based, and require the necessary skills to for management.

➤ Responsibilities of Members and Directors of Companies Limited by Guarantee

To introduce the Management Committee to the responsibilities, legal and otherwise of running a company, in light of the recent introduction of the Director of Corporate Enforcement, e.g.:

- What is a company limited by guarantee and how do you set one up?
- What are the different roles played by members and directors?
- What is the minimum number of members and directors?
- What happens if the company falls below the minimum number?
- How do you change the members and directors?
- What is a management committee?
- What is the role of the Company Secretary?
- What audit and accounting returns do you need to make?
- What happens when the company ceases operating?

➤ Financial Management

To introduce Management Committees to the principles of good Financial Management and provide financial management training in the following areas:

- Management accounts
- Bookkeeping and records systems
- Budgets
- Manual vs. computerised accounts
- Effect of changes on registration as a charity



➤ Management Systems

To introduce management systems necessary to ensure the sustainability of community projects, e.g.

- ❑ Management reports
- ❑ Delegation of responsibility
- ❑ Action planning
- ❑ Dealing with the bank
- ❑ Maintaining relationships with agencies and local bodies

➤ Responsibilities as employers and owner/ occupiers

To identify the main issues regarding community groups' responsibilities as employers and owner/ occupiers of premises, e.g.:

- ❑ Liability of owners/ occupiers
- ❑ Developing a safety statement
- ❑ Insurance considerations for community groups
- ❑ Rights and obligations of employers and employees, e.g.:
 - Employment contracts
 - Holiday entitlements
 - Fair and unfair dismissals procedures
 - Equality and harassment

