

First steps to starting a new group

If you are thinking of starting a group you should ask, first of all, why you want to do this. In other words, what is the **aim** or purpose of your group? Is there a **need** you are trying to meet? Are you sure that there is not already a similar group in existence?

It is important that everyone in your group agrees with its aims. This should be quite broad in its scope. Later you can think of how specifically you can meet the aim. These would then be your objectives.

An example of a broad kind of aim would be *to relieve loneliness of people living in Buxton.*

How you might do this would be by a number of means, or 'objectives', such as:

- Holding regular meetings and social events
- Offering a counselling service
- Providing craft sessions



If you decide that there is a reason for your group you will have to be sure certain things are in place to operate. These will include the following:

- A **Management Committee** will need to be formed to make sure that your group runs properly. This usually includes a Chairperson, Treasurer and Secretary and other Committee Members.
- You will probably need to agree a **set of rules**. These are usually known as a **Constitution**.
- If you need any money to run you will probably have to open a bank account in your group's name and probably raise funds.
- Depending on your group's activities you may need to have certain systems and/or policies in operation. This would include, for example, a Child Protection Policy if you were working with children.

- You would probably need to think about insurance to cover your activities – don't assume that the building you may be using for meetings will be holding insurance that covers your group.
- You may also need to think about how to reach other like-minded people and let them know about your group. Publicising your group can take many forms. Posters, leaflets, press releases, word of mouth and so on.

This fact sheet is one of a series of fact sheets produced by High Peak CVS. Others relevant to starting a new group include:

- Writing a constitution
- Roles in committee meetings
- Writing a Press Release
- Opening a Bank account for your group

They can all be downloaded from our website
www.highpeakcvs.org.uk/how

High Peak CVS works to ensure that local voluntary and community groups can access as much support, advice and information as possible. We help groups in many different areas, such as funding, charity registration, practical services including printing, training and links to training and with legal issues. We have resources, including a meeting room, computers and OHP for use by groups.

To find out how we can help your group, please contact us on 01663 735 350 or email hello@highpeakcvs.org.uk