

1.2. Setting up a Voluntary Organisation

The information below is an overview of requirements and for further more detailed information, support and guidance plus associated templates etc please contact the BVA Group Development Team via telephone 01256 423816 or email admin@bvaction.org.uk (please quote "BVA Group Assistance" on title). www.bvaction.org.uk

Your first stop should be the local CVS – This will be **Basingstoke Voluntary Action** (BVA) for Basingstoke and Deane. They will be able to let you know if there are similar groups in your area, which will help you to set the geographic parameters of your group. You want your group to be as wide-ranging as possible, however, you must have realistic expectations of how far members will travel to attend meetings and events. Also, you may want to reconsider if you find there is already a group offering the same service to an identical audience and/or geographical area.

The Inaugural Meeting

Plan your inaugural meeting or event (an informal drinks reception for example). The purpose of this meeting should be to gauge the level of interest in forming a group. BVA may undertake a one-off initial mailing, and if possible, attend the event.

Assuming that there is sufficient enthusiasm, a small number of people need to be chosen to form a **management committee**.

The number of people on the Committee is up to you, but it is recommended that 3 officers be appointed - the **Chair, Secretary, and Treasurer**. Depending on the size of your group you may also wish to consider an Events Officer and a Publicity Officer (brief descriptions of these roles are outlined in 1.3 The Management Committee and its functions).

The benefit of a larger committee is that the administrative burden of running the group does not rest on one person. The Charity Commission has a very informative pamphlet regarding '[Finding new trustees](#)' which should be read prior to appointing your new committee/trustees.

People who can't be committee members/trustees

Some people are disqualified by law from acting as trustees. You can't be a trustee if you:

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt, subject to bankruptcy restrictions or an interim order
- have an individual voluntary arrangement to pay off debts with creditors
- are disqualified from being a company director
- have previously been removed as a trustee by either the Charity Commission or the high court due to misconduct or mismanagement

Your First Committee Meeting

Organise the club's first management committee meeting. The aim of this meeting will be to:

- Decide on the aims and objectives of the club, and to
- Draw up a governing document

Put together a small number of social events and meetings. When planning these, the age, interests and geographic location of your prospective members should be taken into account. Try to make your schedule of events as imaginative and as broadly appealing as you can in order to attract the widest possible membership.

Subscriptions

At the first committee meeting you should also set the level of subscription for membership (if appropriate). The subscription should cover costs such as advertising for events, administration (postage and stationery costs), refreshments if provided, plus a small surplus for working capital e.g. deposits for room hire. While some committees prefer to build these costs into the charges for individual events, an annual subscription makes the administration and planning of events much easier.

Subscriptions should be logged in one or more bank account(s) set up in the name of the group or association, cheques to be signed and countersigned by the Chair, Treasurer and/or Secretary, who should not be related.

Keep Us Informed

BVA is always delighted to hear news from organisations working in Basingstoke and Deane. Let us know about the events you have planned for inclusion in the news area of the BVA Website. This is an excellent means of promoting your group and attracting new members.