

## Organisation Governance

Creating a new group generates responsibilities that must be met by those who manage the group. Organisation governance is about ensuring that your group is well run and is effective at delivering the purpose(s) for which it was created.

This quick guide provides an introductory overview of what a new group needs to think about and how they should be meeting their new responsibilities. If a group needs to apply for funding or any other form of support, their governance will usually be considered in any application it makes.

## Governing Document

When a group is formed for the purposes of running an organised activity or service, that group will require to have a governing document. This is normally a Constitution, and this will say (as a minimum) the name and status of the group; the purpose of the group; how the group will be managed e.g. by a management committee; and how decisions will be made. Meetings of the Management Committee should be recorded by written minutes with actions and decisions clearly noted.

Most new groups will be an Unincorporated Group; this is the group's legal identity and can define how matters such as liability will be considered. The Scottish Council of Voluntary Organisations (SCVO) has published further details about how to write a constitution, which can be found by [clicking here](#).

## Control

Control of a group is normally maintained by the Management Committee. Management of activities can however be devolved to one individual. Any staff and/or volunteers carrying out activities in the name of the group should be aware of who this person is. The group should always be well run and under control, and any management decisions should always be made in the best interests of the group and how it will deliver the purpose(s) for which it was created.

## Roles & Responsibilities

Roles and responsibilities associated with activities should be clearly defined and explained to both staff and volunteers. Volunteer Role descriptions should be available that give clear guidance on expectations; standards and what volunteers are being asked to do.

Volunteer Scotland has information that can help you, which is available by [clicking here](#).

## Staff & Volunteer Management/Support

Staff and volunteers alike should be supported as necessary to undertake their duties for the group. There should be regular contact between managers, staff and volunteers, and a process available so that problems and grievances can be dealt with efficiently. Appropriate training should be available for any person(s) who act on behalf of the group.

## Safeguarding/Health & Safety

The group will have a responsibility to ensure the safety and wellbeing of everyone associated with their activities or service. This includes staff, volunteers, and all beneficiaries of the activity or service provided.

It is a requirement that all tasks involved will be risk assessed and that clear instructions and guidance will be given to volunteers and staff that controls any associated risk and minimises any possible impacts. More information about risk assessment can be found on the Health and Safety Executive's website by [clicking here](#), and a sample risk assessment template can be found by [clicking here](#).

If the purpose of the group is of a sensitive nature (e.g. working with children or protected adults), a criminal record check from Disclosure Scotland may be required for each person involved. Further information on the different types of disclosure (including how to apply and any associated costs) can be found by [clicking here](#).

## General Data Protection Regulations (GDPR)

The management committee of the group will be required to ensure that GDPR requirements are met and that all personal information is recorded properly, used appropriately, protected effectively, and permission is in place to retain it.

The Information Commissioners' Office (ICO) offer some useful guidance on this which can be found on their website by [clicking here](#).

Further, more detailed advice on organisation governance can be found within SCVO's Good Governance Check-up document which can be found by [clicking here](#).

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### Aberdeenshire Voluntary Action

We are funded by the Scottish Government and Aberdeenshire's Health and Social Care Partnership to support third sector organisations who are delivering a service within Aberdeenshire in the following ways:

- Development: Further information on any of the subjects within this document is available from your local Development Officer. To find out how to contact the relevant person, please visit our website by [clicking here](#).
- Funding Search: Our dedicated Funding Officer regularly updates our funding webpage with information to help fund your group. You can find out more by [clicking here](#).
- Office Services: We support organisations by offering services such as independent examination of accounts, payroll provision and PVG services. Further details can be found by [clicking here](#).
- Member Services: You can join us and become a member: Information can be found by [clicking here](#).

### We are Aberdeenshire's Third Sector Interface



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