

## The Becoming VISIBLE Operating Standards for community organisations

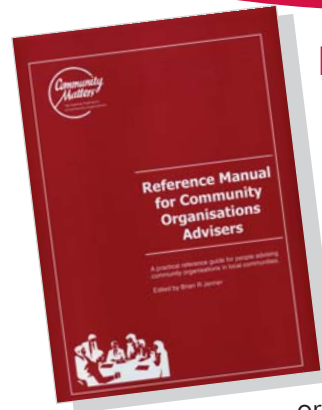
The Becoming VISIBLE standards are a bold attempt to help community organisations to measure and develop

their work. The workbook focuses on both the mission and the performance of an organisation and each section has practical examples, case studies and other detail to illustrate the crucial role of community organisations.

The Visible Communities™ framework has been developed from the grassroots up. Members and other stakeholders of Community Matters were involved in every stage of the development. It is recommended by the Charity Commission, Local Government Association and the Cabinet Office of the Third Sector.

ISBN 0 900787 85 6

PRICE	MEMBERS	NON
Community Organisations under £10,000 turnover or multiple copies 5 or more	<b>£25</b> (incl p&p)	<b>£35</b> (incl p&p)
Community Organisations over £10,000 turnover and all other organisations for single copies.	<b>£40</b> (incl p&p)	<b>£55</b> (incl p&p)



## Reference Manual for Community Organisation Advisers

This is the first comprehensive reference manual specifically for advisers and consultants working with community organisations. Based on sixty

years experience across Community Matters' nationwide network, the manual includes information on the law and good practice, detailed notes for advisers, model documents, reference to useful organisations and further reading. The reference manual is maintained up to date with three sets of updates per year which include the latest legislation and regulation affecting community organisations, as well as technical information organisations should be aware of with regard to the management of their organisation and its functions., the first years updates are free after which you can subscribe to the update service.

An invaluable guide for community workers, local authority officers, staff of local development agencies, infrastructure organisations and consultants. Topics covered include: Setting up a Community Organisation, Legal Structures, Community Associations, Managing the Organisation, Developing and Managing Activities, Buildings and Equipment, Employment of Staff, Recruiting and Supporting Volunteers, and Financial Matters.

ISBN 0 900787 65 1

### Price:

Statutory Authorities/Housing Associations **£120** (**£100** to members)  
Voluntary and Community organisations **£100** (**£60** to members)

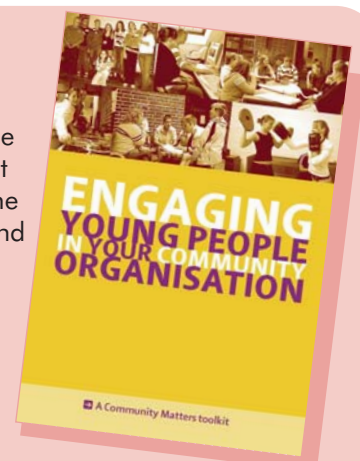
## Engaging Young People in your organisation

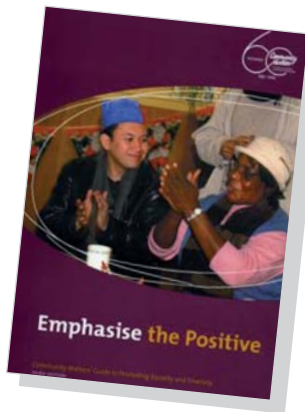
### A Community Matters toolkit

This toolkit provides ideas to support community and voluntary groups in meeting the challenges of effective engagement with young people. and the opportunity to reflect upon and improve your practices. It is particularly relevant to organisations taking the first steps toward providing services for or seeking to involve young people. Tools and resources for each step are provided on a CD and they can be reproduced and adapted for use in group activities.

ISBN 0 900787 86 4 **Price: £9.95**

(Members of Community Matters can request a FREE copy by sending an e-mail with name, organisation, membership number and address to [communitymatters@communitymatters.org.uk](mailto:communitymatters@communitymatters.org.uk))





## Emphasise the Positive

This guide has been produced to help community organisations understand equalities law and to have a better understanding of what the term 'positive action' means in the context of Equality and Diversity. It covers issues of race equality, sex discrimination,

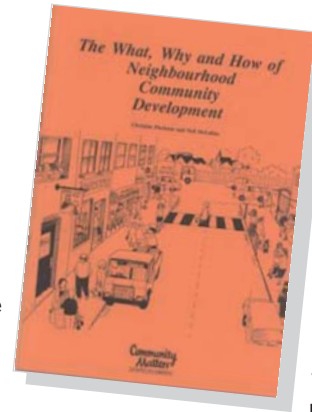
sexual orientation, religious beliefs, disability discrimination and age discrimination.

Community organisations are front-line social inclusion agencies and as such have a vital role in promoting equality and diversity.

The guide is relevant to management committees of community organisations, community development workers and community activists, policy makers and people managing community buildings.

ISBN 0 900787 20 1

**Price: £7.95** (members price **£5.60**)



## The What Why and How of Neighbourhood Community Development

By *Christine Flecknoe and Neil McLellan*

This book sets out in plain language a view of community development and how it works in practice in a neighbourhood. It explains the importance of neighbourhood community development and what it can achieve and suggests a simple model for evaluating those achievements. Of interest to community development workers, managers, students of community work, committee members and volunteers active in their neighbourhoods.

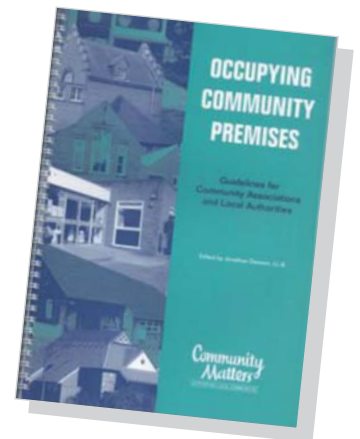
ISBN 0 900787 35 X

**Price: £3.95** (**£3.00** to members)

## Occupying Community Premises - guidelines for community associations and local authorities - 2nd edition

*Edited by Jonathan Dawson LL.B*

This book is about the legal basis on which charitable community organisations occupy community buildings where they are owned by local authorities or other public or private bodies. It has been written as a practical response to the growing trend for local authorities to seek to formalise such arrangements. The book includes a specimen lease, designed specifically for use by local authorities and charitable community organisations, a model declaration of trust for holding trustees, and a sample management agreement. The lease is accompanied by detailed explanatory notes.



ISBN 0 900787 81 3

**Price: £18.95** (**£14.95** to members).

Disk containing Specimen lease with notes, model declaration of trust and sample management agreement £35.25 incl VAT (disk supplied in word format). Book and Disk together - available at a special price of £45.00

## Community Matters - benefits of membership

Membership of Community Matters brings a wealth of benefits, including free information sheets, advice and consultancy, our bi-monthly magazine COMMUNITY and monthly e-newsletter, discounts on a unique range of practical publications and other services, opportunities to share experience through conferences and seminars, and access to the members area of our website where a number of our resources can be downloaded.

[www.communitymatters.org.uk](http://www.communitymatters.org.uk)

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### Information sheets cost £1.50 each.

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## Other publications obtainable from Community Matters

### Tried and Tested Ideas - 'How to' guide for local fundraising events (3rd edition)

A 'How to' guide for fundraising and putting a successful event together which takes you through the process of choosing your event; safety issues; choosing venues; publicity; tickets; catering regulations; finance and legal issues.

Published by Directory of Social Change: ISBN 1 903991 37 4 **Price: £14.95**

### Environments for All - A guide for Community Action

by Chris Church, Emily Cluer and Rhiannon Guy for BTCV

This book uses a practical and down to earth approach to dealing with a wide range of issues associated with an environmental project.

It is based on the experiences of many organisations and highlights a number of case studies to give groups a first hand knowledge on:

- Project Planning
- Working with the local community
- Community cohesion
- Introducing Diversity into environmental issues
- Getting Started

This book will help anyone who wants to get involved in environmental conservation and is a hands on approach to getting voluntary groups up and running and dealing with problems that may arise.

Published by BTCV : ISBN 0 946752 362 **Price: £15.99**