



## Reference Manual

This is the first comprehensive reference manual compiled specifically for advisers and consultants working with community organisations. Based on sixty years of experience across Community Matters' nationwide network, the manual includes information sheets on the law and good practice, detailed notes for advisers and a range of model documents, plus reference to useful organisations and further reading. The manual will be invaluable to community workers, local authority officers, staff of local development agencies, advisers and other consultants.

Topics covered include: Setting up a Community Organisation, Legal Structures, Community Associations, Managing the Organisation, Developing and Managing Activities, Buildings and Equipment, Business Plans, Employment of Staff, Recruiting and Supporting Volunteers, Licensing and Financial Matters

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120 for Local Authorities/Housing Associations ( 100 for members)  
100 for Voluntary and Community Organisations ( 60 for members)

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"This publication brings together a wealth of information designed for voluntary and community organisations. There is no doubting the value of this resource overall. Whether you want to find out how to do something for the first time, to improve your practise in a particular area or undertake a project, it is likely that you will find something in here to help. In many cases a few minutes searching could save you hours"  
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