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| **Minor Award Name** | **Management Committee Skills**  |
| **Minor Award Code** | 5N1297 |
| **Level** | 5 |

**Some suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| **Charities Act** | Statute, available online and in PDF | **The Charities Act 2009 reformed and overhauled the law in relation to charities in Ireland. Of particular importance to this Module is the role and responsibilities of Trustees contained in Section 2 of the Act.** | Government of Ireland | <http://www.irishstatutebook.ie/eli/2009/act/6/section/2/enacted/en/html> |
| **Charity Regulation** | Website, registration point and resources | **Established in 2014 under the 2009 Charities Act, the website and resource depositary of the Charity Regulator includes an online registration system for charitable organisations, information on who needs to register, a FAQ section as well as reports and resources.** | The Charities Regulatory Authority | <https://www.charitiesregulatoryauthority.ie> |
| **Information on Lobbying** | Website, registration point and resources | From 1st September 2015, certain organisations involved in lobbying are obligated to register with Regulator of Lobbying in Ireland. This website contains FAQ, a video and a simple online test to see if your organisation is required to register. | Standards in Public Office Organisation | <https://www.lobbying.ie> |
| **Management Committee Roles and Responsibilities** | Toolkit, Training Videos and additional resources | ‘Managing Better’, produced by Pobal, is a toolkit available online or in hard copy, providing an important resource for Management Committee members of community and voluntary groups. Although mainly written for staffed organisations, it can be adapted to be of use to non-staffed organisations.A very comprehensive toolkit, it includes sections on: Good Governance, Financial Management, Human Resources and Information Technology.Resources include sample Articles of Association and sample Standing Orders. Responsibility of Company Directors in sections 2, 3, 4, (pg 11-28) 6 and 7 (pg 38 – 44), Managing the Operation of the Board sections 5 (pg 29 – 37) and 9 (pg 48 – 98) | Pobal | <https://www.pobal.ie/Beneficiaries/Pages/Managing%20Better.aspx> |
| **Roles and Responsibilities** | Website and Resources | A very useful website which contains comprehensive information on the roles and responsibilities of Management Committee members, how to be effective in your role, resolving conflict, drafting an agenda, how to assess risk, develop a work plan etc. Some very useful checklists and templates are available on this website.*This is a UK site so the information on legal and statutory requirements will not be accurate.*  | Volunteer Now (U.K.) | <http://www.diycommitteeguide.org/> |
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| **Good Practice in Governance**  | Newsletters | Created and distributed by The Governance Code, a group of community and voluntary organisations which came together to develop this code, or kite-mark of good governance.Newsletters are published monthly, and cover a variety of topics to assist community and voluntary groups in the adoption of good practice relating to Governance.  | The Governance Code. Developed by the sector for the sector. | <http://governancecode.ie/news/article.php?article=includes/news/article_Govcode%20NewsL%20May%2015.html> |
| Management Committee Skills | Book | ‘Managing Together: A Guide to Working Effectively as a Committee’ is a comprehensive book, out of print but available online which outlines the qualities expected in and the role and responsibilities of Board Members, Chair, Secretary and Treasurer. Principles of good meetings, planning, making decisions, working as a team as well as giving an overview of community development. An invaluable resource. | Author: Jane Clarke for Combat Poverty | <http://www.combatpoverty.ie/publications/ManagingTogether_1993.pdf> |
| **Responsibilities of Committees which register as limited companies** | Guides | A useful set of guides, based on the Companies Act 2014 which explain the duties and responsibilities of Company Directors, Company Secretaries. Guides also available on AGMs, Audit Committees etc. More comprehensive guides are available from OCDE also. The quick guides carry the Plain English mark from NALA. | Office of the Director of Corporate Enforcement. | <http://www.odce.ie/en-gb/publications/companylawguidance/quickguides.aspx> |
| **Compliance and Governance** | Online Resource | Blogs and articles providing support for the community and voluntary sector. Subjects include compliance, planning, governance and managing quality. | Carmichael House | <http://knowledgenet.carmichaelcentre.ie/> |
| **Running Effective Meetings** | Booklet | A short leaflet with useful tips on how to resolve problems at meetings such as one person dominating, or a lack of focus. | Derek O’Reilly, Carmichael Centre | <http://knowledgenet.carmichaelcentre.ie/articles/tips-running-effective-board-meetings>  |
| **Running Effective Meetings** | Leaflet | A useful leaflet which explains the meeting cycle, sample agenda , tips for minute takers and dealing with problems such as hostility,  | The Carmichael Centre | <http://www.carmichaelcentre.ie/sites/default/files/Running%20Effective%20Meetings_0_0.pdf>  |
| **Running Effective Meetings** | Website | A good resource for small community organisations with limited or no resources or staff. Templates available as well as a large amount of articles and videos from experts in the field as well as small organisations.*This is a UK site so the information on legal and statutory requirements will not be accurate.* | Association for Research in the Voluntary and Community Sector | <http://www.governancepages.org.uk/> |
| **Fundraising** | Websites | Many upcoming national funding opportunities and application guidelines are available from The Wheel Funding Point and Active Link Community Exchange. |  | <http://www.wheel.ie/funding><http://www.activelink.ie/content/community-exchange/funding> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Pobal | <http://www.pobal.ie>  |
| The Wheel | <http://www.wheel.ie/>  |
| Carmichael Centre | https:// [www.carmichaelcentre.ie](http://www.carmichaelcentre.ie) |
| Active Link | <http://www.activelink.ie/>  |
| Companies Registration Office | [www.cro.ie](http://www.cro.ie) |

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| Standards in Public Office | [www.sipo.ie](http://www.sipo.ie) |
| Charities Regulator | https://www.charitiesregulatoryauthority.ie/ |   |
| Board Match Ireland | http://www.boardmatchireland.ie/ |
| Volunteer Ireland | [www.volunteer.ie](http://www.volunteer.ie) |
| Further Education Support Service (FESS) | www.fess.ie  |

**Other Resources:**

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| **MOOCs (Massive Online Open Courses)** |
| Online courses delivered mainly by Universities and Colleges worldwide.Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?<https://www.youtube.com/watch?v=eW3gMGqcZQc> Providers of MOOCse.g.<https://www.mooc-list.com/><https://www.coursera.org/> <https://www.udemy.com/><http://www.extension.harvard.edu/open-learning-initiative><https://www.uclaextension.edu/pages/search.aspx?c=free+courses><http://oyc.yale.edu/>  |