

# Good Groups Checklist

Tick for Yes



You have written down the purpose of your Group (*Mission statement*)



You have rules for the group (*Code of Conduct*)



You have decided how the group makes decisions



Everyone in the group is supported to have their say



You have a plan or goals for the work the group is doing



You have rules about how you look after the group's money



You hold regular meetings



You have an agenda and minutes at your meetings



You have reports about the work people are doing



You have a plan for fixing problems and a Complaints Procedure



You have a plan for working well together