Do you need to set up a community organisation?



Passion is most important in wanting to make a difference in communities. Many people assume that if they want to make a difference they need to set up a charity or a legal entity of some kind, creating a juggle between working on their cause and admin / legal requirements. These are the key steps to help you decide how to help your community.

YES

NO

Is there a need for your proposed charity?

In order to do this talk to others in the community in your area, research the issue you want to assist with or do a feasibility study. You need to be able to show the approximate number of people experiencing the need, how it affects them, what services are already available and describe how your service / activity / product will address the issue. This information helps secure support and funding.

Are there any other organisations or groups doing what you want to do?

Try searching the internet, ask your local community centre, check with the Citizen's Advice Bureau. Look at the Charities Services Register to read trust deeds and other information.

Setting up a similar organisation increases competition for resources and is less likely to secure funding. It is better to consider supporting an organisation that already exists so it can deliver more services to more people.

Volunteer for an existing organisation.

The perfect solution to help a group already doing the same or a similar thing to what you want to do.

Find an umbrella organisation.

Talk to similar organisations. They may provide resources so you join together and offer extra services, saving you a heap of extra work and time. To learn more search Umbrella Groups NZ or Guide to Auspice Agreement.

Choose to set up your own entity.

Seek legal support and advice to ensure the entity (including the deed) meets its obligations within the acts (laws). Read "Choosing the right legal *structure for your group*" available on www.communitylaw.org.nz.

Choose a legal entity / organisation structure^{1&2}.

YES

Decide which liabilities and reporting responsibilities will work best for your organisation.

Likely to be limited liability (not

personally liable) if decision-

Directors and officers liability

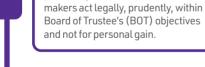
insurance is available

Name and set up your new entity.

Once you have chosen the structure, follow these steps to set up the entity. *Note: Incorporation* is the formation of a new corporation, it may be a business or a not for profit organisation.

Liability

Charitable Trust

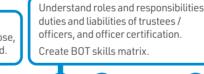


Annual financial statement and statement of service performance, changes of trust rules³, name or office, changes in BOT members.

Reporting

Responsibilites

Annual financial statement, register of Develop a clear vision and purpose, Create BOT skills matrix. create trust deed



duties and liabilities of trustees / officers, and officer certification.

trustees



Register with the Registrar of Incorpoated Societies.

Become incorporated. Read checklist, start a trust application. Refer to "starting a trust board".

Document and record

intent as charitable

minutes

trust in BOT Meeting

Apply to Charities

Commission⁴ online.

View the application

checklist on their website.

Can apply as charitable trust

to Charities Commission⁴



Β

Decide on how

many trustees,

ideally around 7.

Visit our website or get in touch with our team for more detailed information. **E:** office@socialink.org.nz www.socialink.org.nz

