

Establishing a community group

Introduction

This guidance document will help you to form a community group, including defining the aims and purpose of the group, the skills you'll need, constituting the group, and choosing the most appropriate legal structure for your community group.

Defining your purpose

Having established that you want to form a community group, and identified who you will work with to do this, the next step is to define your vision, mission and values. Your vision should make it clear what the purpose of your organisation is, with the mission defining the activities and things you'll do to deliver that vision. Values should be the beliefs and ideals that underpin the way you operate. Combined, these three elements provide a framework for the work your organisation will do, and should be reviewed when necessary.

Skills

Based on the aims, purpose and activities you plan to deliver with through your community group, a wide range of skills can potentially be required. Some of these skills may be available internally or from the wider community, while others will need to be contracted in.

General skills potentially required for development of a community project:

- Project planning
- Project management
- Securing funding
- Networking
- Community engagement
- Risk assessment
- People management
- Working with additional needs groups
- Legal
- Financial
- Running events

Legal structures

Common legal structures include:

- Company Limited by Guarantee
- Voluntary or Unincorporated Association
- Industrial and Provident Society (IPS)
- SCIO – Scottish Charitable Incorporated Organisation
- Trust
- Community Interest Company
- Co-operative

Depending on the purpose of your community group, professional advice may need to be sought.



Constituting your group

Your community groups constitution should reflect what your group is setting out to achieve and should fit with the structure of the organisation.

For further information please see [SCVO guidance](#).