**Section 3: Good ideas that have worked elsewhere**

*There are always good practice ideas from successful organisations and it’s great to try things that have worked elsewhere. Please do send us your ideas and success stories so we can share them here.*

* Any committee needs to work as a team with complimentary skills working for the common good - make sure you have a range of people with the skills you need, not all the usual suspects. Regularly review what you do and what skills you need in order to do them.
* Leave your ego at the door: the position you hold is what’s important, not you.
* Instigate reviews and appraisals for volunteers and the organisations.
* Discuss – what have we achieved this year? Are we too focussed on process and not product?
* Adopt a plan, do, review model.
* Be creative and fluid – things change, you may need to.
* Keep paperwork proportionate and to a minimum.

* Explain things to new people.

* Understand legal requirements and how they affect you. Charitable status, safe guarding, Health and safety etc. Get advice from OCVA etc. Don’t be put off or scare other people off. Keep things proportionate.
* Keep people involved but ensure they step down from being an officer.
* Start with a nice task for people playing to their strengths.
* Match volunteers with the task in hand.