



Module One

Managing your
branch

2024

Training
Resources

Why is it important?

Branches develop/grow and are sustainable if they benefit from strong leadership and are well run (managed). Good management for a local Comhaltas branch is about putting in place the right leadership and processes to ensure that the branch thrives, and that one generation of volunteers hands it over to the next generation better than they received it.

Branches are operating in a changing environment where young people, participants and our audiences access information in different ways and have variety of opportunities and offers to them.

Good management helps to ensure that the local Comhaltas branch recognises the environment in which it operates and plans to deal with the new challenges and equally benefits from the opportunities which these changes also bring.

A well managed branch also makes sure that the right things happen for the right reason. All the people who are involved with the local branch or come in connect with it are treated with respect, valued and supported. All resources available to the local branches or provided to it e.g. external funding) are properly managed for the benefit and the communities it serves.



What will it achieve?

Embedding good management in your Comhaltas branch will help the local branch in a variety of ways including:

- Increasing the potential for the sustainability of the local Comhaltas branch... Building on the efforts, energies and activities of previous committees and volunteers.
- Raising the profile of the local branch and attract more members and participants.
- Attracting an increased number of volunteers and retain their involvement in the development of the local branch for the medium to long term.
- Better positioning the local branch to apply for and secure external funding to support it to develop its activities.
- Providing protection for volunteers, especially executive officers, Committee members, volunteers and tutors.

Ensuring that the branch is compliant in all of its activities including those relating to the safeguarding of children and adults at risk, management of funding and finances and health and safety (relating to the spaces we use and the sessions or events that we run).

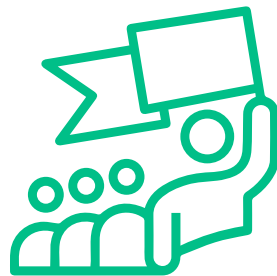


Understanding good management practices

Central to embedding good management practices in your local Comhaltas branch is understanding what good management means and how to ensure that your branch adapts approaches and practices which reflect good management. Fundamentally there are six key elements to good management as follows:



Clear purpose and direction



Strong leadership the right people in the right places



Strong values and integrity



Decision making and management of risk



Inclusion and diversity



Openness and accountability

Applying good management to your Comhaltas branch

A well managed local Comhaltas branch will take actions to ensure that each of the six elements of good management are embedded within how the branch is managed. Below are the key activities associated with each of the six elements of good management:

Clear on purpose and direction

01

Develop a Three-Year Branch Development Plan (see the Branch Planning Guidance Note and the Branch Planning Template)

02

Consult on the proposed Branch development Plan (surveys in the community and with members participants and tutors.... see template on branch development section of the Comhaltas website.

03

Report back annually on progress against the Branch Development Plan and update the members and other stakeholders

Clarity in relation to roles and responsibilities

01

Role specific training provided

02

Shadowing and mentoring of new volunteers provided from more experienced volunteers

03

Strong leadership-the right people in the right places

Strong values and integrity

01

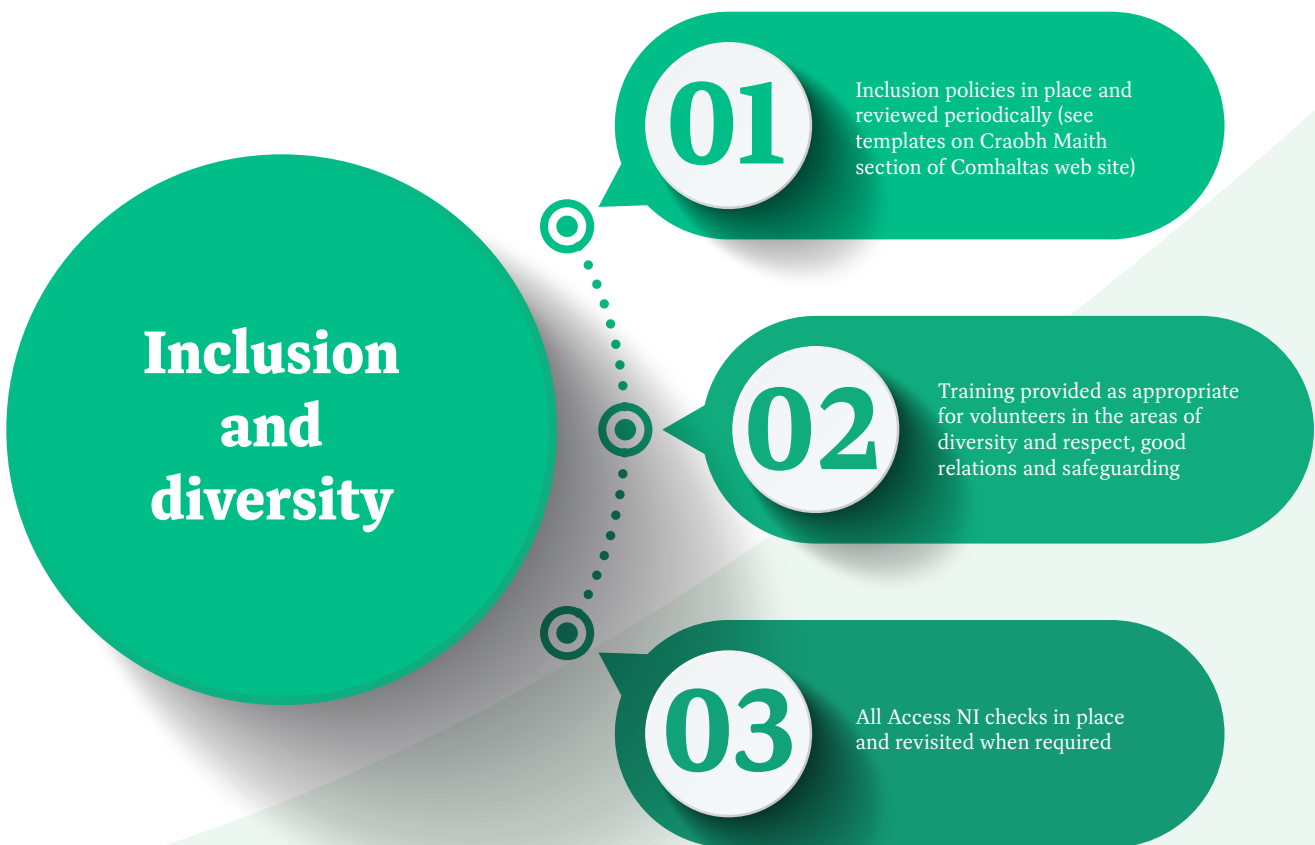
Values agreed and adopted in the Branch Development Plan

02

Actions taken which directly contribute to values

03

If clear breaches of values and policies are identified appropriate remedial actions are taken



Publicly promoted AGM

01

Transparent accounts presented at the AGM

02

Openness and accountability

Compliance

01

Aware of rules and regulations which the branch is subject to

02

Processes in place and responsibility allocated

03

Training and support/advice available to volunteers where required