CIVIC SOCIETY ASSESSMENT TOOL

This tool can be used to assess your civic society's health and identify areas for development. Start by considering your society as an **amber**. On reflection, is it really a **red** in this area?
Or is it **green**? What could you do to move from **red** to **amber** or **amber** to **green**?

Feature	My society		
1. It will have a good reputation and:			
• be a reliable and trusted source of information			
• be respected in the local community			
• be a source of well-informed opinions/responses			
• be an impartial voice on local issues			
• have a highly visible public face and be known in the community			
2. It will have a communications plan and:			
• communicate well with all local bodies and councillors			
• have a regular newsletter/magazine			
• maintain regular membership contact to retain involvement			
• have regular, local opportunities to meet			
• maintain external (non-member) media coverage (including the Press)			
• update its website regularly			
• use social media, including Twitter, Facebook			
3. It will have a well-organised, clear structure, with:			
• trustee/committee/member/general public involvement			
• an agreed constitution and strategy document, which are regularly reviewed			
• clear objectives			
• a work plan for daily use			
• an aim to finish projects to a high standard			
• good organisation and leadership			
• an established committee meeting agenda with regular reviews			
4. It will be socially engaging, and:			
• encourage people to give as much or as little time as they can			
• have an imaginative and engaging social calendar of events			
• be creative with events to encourage personal contact			
• encourage active events which might include walks/bike rides/surveys e.g. street clutter			
• maintain involvement in country-wide activities such as Civic Day/Heritage Open Days			
• be warm, welcoming and fun			

Feature	My society		
5. It will recruit and train volunteers, and:			

• harness local abilities to relevant needs e.g.
  ○ Finance/accountancy
  ○ Architecture
  ○ Town planning
  ○ Environment			

• encourage contributions from all levels of ability			
• though there will be time constrictions – remember every little helps and one-off assistance is very useful!			
• accord value to the range of available skills e.g. refreshment officer			
• maintain a members' skills/interest list so that members can be asked to assist s appropriate projects arise			
• operate a good volunteer policy			
• will be accessible			
• will plan for succession			
6. It will be financially viable with:			
• a sustainable financial model to match its scale of aspirations			
• well-kept, audited accounts			
7. It will have a Development Plan encompassing:			
• core functions			
• a statement of current aims/business plan			
• future planning and a timescale for achievement			
• regularly reviewed, clear objectives that encompass the recognition of good practice and campaigning against poor practice			
8. It will have an inclusive membership and:			
• create varied projects which involve and concern its whole membership			
• invite a range of people from all walks of life to participate			
• be representative and inclusive of classes/creeds/ages/gender/abilities			
• have a healthy, increasing membership			
9. It will have community ethos and:			
• foster an active and caring community			
• hold charitable objectives for public good			
• be more than a club			
10. Last, but by no means least, it should be part of Civic Voice!			
• It should co-ordinate with other similar societies within a national structure which shares ideals and resources. Our national voice is Civic Voice			

If your civic society wishes to address any of these features and is not sure where to start, contact Civic Voice who can put you in touch with a civic society who can help.