

Eighth edition

Voluntary but not Amateur

**A guide to the law for voluntary organisations
and community groups**

Ruth Hayes and Jacki Reason

BWB In association with
Bates Wells and Braithwaite

DSC

New edition

Voluntary but not amateur

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This plain English guide to the law, which is aimed at small and medium-sized organisations, covers all aspects of setting up and running voluntary and community organisations.

VBNA has been completely revised to cover all recent relevant legislation. This includes changes in charity and company law, environmental assessment, risk assessment, licensing, contracts and grant funding agreements and key changes in employment legislation. VBNA also outlines best practice on health and safety, equal opportunities and diversity, data protection, confidentiality and email and internet use. It includes a revised section on the 'green office' that details how voluntary organisations can engage with others in combating climate change, reducing energy consumption and managing procurement and a comprehensive list of contacts.

Contents

- Legal structures and charitable status
- Setting up and running an organisation
- Employees' and workers' rights
- Recruiting and paying people
- Health and safety
- Premises and environmental concerns
- Insurance
- Financial management
- Services and activities
- Closing down

'Conscientious trustees and managers of charities and community organisations are well advised to keep this excellent guide close at hand.'

Harry Marsh, independent consultant, voluntary and charitable sectors

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VBNA is available from the Directory of Social Change:

www.dsc.org.uk

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