



## Setting up a Friends Group

Friends Groups are open to any library member who wants to get involved and support their library. Many groups have started with small numbers and have grown over time. Our experience is that a small group can still be very effective in making a positive difference.

An emerging Friends Group should:

- Adopt a simple constitution stating the aims and objectives of the group, There are sample copies for guidance available on request from Rachel Gee, Libraries Unlimited's Service Development Manager [rachel.gee@librariesunlimited.org.uk](mailto:rachel.gee@librariesunlimited.org.uk)
- Set up a Committee and appoint members to the offices of Chair, Secretary and Treasurer. Decide at what interval elections will be held.
- Decide the frequency of meetings. This can vary according to the number of activities being arranged. It is important that things are done properly but people are there in a voluntary capacity and it should be fun!
- Set up a bank account. Once the Friends Group has a written constitution and officer roles have been established, they will be able to set up a bank account to hold their funds. It is recommended that there should be at least two signatures required for withdrawals.
- Agree with Libraries Unlimited the mechanism for transferring and spending funds raised. Financial transactions must be accounted for in line with any audit requirements, as set out in the Friends Group's constitution. Each Friends Group will need to set up its own bank account and report an annual statement of income, expenditure and balances at their Annual General Meeting
- Decide how to make the minutes of its meeting available for public attention.
- Invite the Library Supervisor to be an Ex Officio member of the group
- Send a copy of the constitution and the names of officers to Rachel Gee, Service Development Manager [rachel.gee@librariesunlimited.org.uk](mailto:rachel.gee@librariesunlimited.org.uk)