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1. COMMUNICATION

Campaigning in Collaboration

Sarah Shimmin and Gareth Coles, NCVO, 2007

This guide shares practical lessons drawn from the real experiences of campaign coalitions such as Make Poverty History and the Corporate Responsibility (CORE) Coalition. Spanning policy areas across the sector and including organisations of all sizes, Campaigning in Collaboration explores the benefits of organisations combining their existing skills and knowledge of campaigning to achieve change. The guide provides key lessons about agreeing shared objectives, structures and decision-making, and leaving a campaign legacy.

DIY Guide to Public Relations for Charities, Voluntary Organisations and Community Groups

Moi Ali, 2nd edition, Directory of Social Change, 1999

The best-seller is a beginners' guide to public relations which has been revised, expanded and updated. Written by the author of the successful DIY Guide to Marketing, this highly readable and practical book includes cost-effective PR tips, ways to stretch your PR budget and examples of good and bad PR practice within the voluntary sector

Presentations. Quick Guides

Jo Pearson, reviewed by Rebecca Hunter, 2006

Connecting with an audience and getting your point across is the essence of a good presentation, and both are covered effectively in this guide. Preparing to speak, constructing your speech, Do's and Don'ts of Content, Making your presentation, Dealing with nerves, negative audience responses.

Public Speaking and Presentations for Dummies

Malcolm Kushner, Rob Yeung, John Wiley & Sons Ltd, 2007

Tried-and-true tips for dazzling your audience. *Conquer your public speaking jitters and deliver a dynamite speech* Anxious about public speaking? Have no fear! Use this friendly guide as your personal arsenal of tools to overcome stage fright and build a rapport with your audience. From researching your topic and preparing the room to crafting a riveting address, these savvy tips will help you deliver a masterful presentation.

2. DIVERSITY

Cultural Diversity Guide, ITV Granada, 2003

The book aims to unravel some mysteries and to explode some myths to enable the reader to have a clear understanding of how the beliefs of others impact on the way they live their lives. It aims to help people from diverse faiths and cultures to live and work together without causing offence through ignorance and to nurture tolerance and respect through understanding.

Emphasise the Positive. Community Matters Guide to Promoting Equality and Diversity

3rd edition, Community Matters, 2005

Community Matters is the nationwide federation for community associations and similar organisations, with over 1,100 member organisations across the UK. This book is published as an essential good practice guide towards addressing equality and diversity issues within organisations. It provides a comprehensive resource to help your organisation in the following ways:

- *Your responsibilities under specific laws and regulations*
- *Making equality and diversity a positive action tool*
- *Developing an equality policy*
- *Developing positive action in employment*
- *Building cohesive communities*

Making People Welcome. The Sourcebook of Diversity

Naomi Barker, Directory of Social Change, first edition 2005

This book is a practical companion for those adapting to the recent changes of the Disability Discrimination Act and for those who wish to welcome Britain's changing demographic structure. It offers employers relevant authorities to help them with sensitive issues. It is a sourcebook for those wishing to take a pro-active approach to embracing diversity, and can be referred to for specific queries. There are four sections, each dealing with a different aspect of diversity:

- *illness and disability*
- *religion*
- *nationality*

- *demographics.*

3. FINANCE

Bookkeeping for Dummies

Paul Barrow, Lita Epstein, John Wiley & Sons Inc, 2007

Guides you through various basic skills needed to keep your business efficient and cost-effective – from tracking your transactions and keeping ledgers, to producing balance sheets and satisfying the taxman at year-end. This book helps you learn to manage your finances.

The Budget-Building Book for Nonprofits. A Step-by-Step Guide for Managers and Boards

Murray Dropkin, Jim Halpin, Bill La Touche, 2nd edition, Jossey-Bass, 2007

This best-selling nuts-and-bolts workbook, has become a must-have resource for nonprofit managers and boards who are required to work through the budget cycle. The book offers practical tools for completing each step of the budgeting process. Designed to be comprehensive and easy to use, the second edition of The Budget-Building Book for Nonprofits provides everything budgeters and nonfinancial managers need to prepare, approve, and implement their own budgets.

The Charity Treasurer's Handbook. An Introduction to Voluntary Sector Finance and Accounting

Gareth G Morgan, Directory of Social Change and CAF, 2002

Offering practical advice and illustrated with real-life examples, this starter guide will be invaluable for trustees and other charity workers with no formal accounting knowledge, as well as those who have some financial knowledge but are new to the voluntary sector.

A Practical Guide to VAT for Charities and Voluntary Organisations

Kate Sayer, Directory of Social Change, 2001

This new edition explains how VAT works and how it affects not-for-profit organisations. Written by a chartered accountant with over 20 years' experience in the sector, the book covers:

- *When VAT is chargeable and reclaimable and how to recover it*
- *when charities are required to register for VAT and consequences of not doing so*
- *special tax reliefs available to charities*
- *VAT and fundraising*
- *implications of VAT on work in Europe.*

4. FUNDRAISING

The Complete Fundraising Handbook

Nina Botting, Herbst and Michael Norton, 5th Edition, Directory of Social Change and the Institute of Fundraising, September 2007

The latest edition of this ever-popular title has been completely updated, with new information about government funding, National Lottery, the European Union and more. It is divided into three parts, covering fundraising principles and strategies, sources of funding and fundraising techniques, illustrated with case studies throughout. The book provides a wealth of practical advice on every aspect of fundraising for charity.

How to Write a Grant Proposal

Cheryl Carter New, James Aaron Quick, John Wiley & Sons Inc, 2003

Step-by-step guidance on how to write effective grants that get the funding you need. Complete with examples of fully-completed proposals, you'll also get an easy-to-use companion CD-ROM containing guide sheets and templates that can be easily downloaded, customized, and printed. The authors provide examples of completed proposals and numerous case studies to demonstrate how the grant-seeking process typically works.

Maximising Income Generation. Quick Tips for Non-Profits to Achieve Sustainability through Trading, Earned Income, Social Enterprise and Commercial Ventures

John Pepin, Warren Tranquada, John Baker, Tanya Pepin and Mike McGee, JPA Europe Limited, 2007

This book is a concise reference guide intended for non-profit organisations that wish to be more entrepreneurial. It is a guide to enterprise development including setting the strategic context, idea creation, developing a business, partnerships, business planning, marketing, organisational structure, financing and general resources.

*This is the second UK edition of the book (formerly called *Succeeding with Social Enterprise*). This edition has been updated and expanded to explore the broader concept of the social entrepreneur.*

Tried and Tested Ideas for Local Fundraising Events

Sarah Passingham, 3rd edition, Directory of Social Change and CAF, 2003

If you are short of ideas of how to raise money for your charity, this book gives you inspiration. It is aimed at people wanting to raise money in their local community, and is designed to help volunteers and first-timers in fundraising. It not only gives a wealth of ideas, but also equips readers with the practical and legal knowledge to run fundraising events with maximum success.

5. HOUSING LAW

The Advice Gap. A Study of Barriers to Housing Advice for People from Black and Minority Ethnic Communities.

Shelter, London, 2007

This study presents the findings of a study commissioned by Shelter into access and barriers to housing advice for black and minority ethnic (BME) communities. The research focused on the advice needs of young people aged 16-25, as well as families with children. This reports offers insight into their experiences of seeking advice, barriers to advice, and recommendations to improve service.

Aspects of Housing Law

Jill Morgan, Routledge-Cavendish, 1997

Aspects of Housing Law provides a comprehensive, up-to-date and readable account of what is often regarded as a complex and technical area of the law. It is essential reading for students of housing law and those taking courses in housing studies.

With comprehensive coverage of all areas covered in an undergraduate course on housing, this concise and clear text covers:

- *homelessness*
- *owner-occupation*
- *regulation of rents*
- *repairs and disrepair*
- *succession to tenancies*
- *private rented sector*
- *social housing*
- *anti-social behaviour.*

Assured Tenancies

Stuart Bridge, Blackstone's Landlord and Tenant Series, 1999

This book clearly sets out the requirements for assured and assured shorthold tenancies, outlines the terms which can be negotiated and details the ways in which possession can be recovered or retained. Its appendices include useful precedents for assured tenancies, the text of Part I of the Housing Act 1988 in its amended form and the forms required for dealings in relation to assured tenancies, for making applications to rent assessment committees, and for prosecuting or defending possession proceedings. This title takes account of the changes to the conduct of proceedings brought about by the new Civil Procedure Rules and is an invaluable source of reference for solicitors acting for landlords and tenants.

Contents include:

- *The definition of Assured Tenancy*
- *Exclusions from Assured Tenancies*
- *Recovery of Possession*
- *Assured Shorthold Tenancies*

- *Terms and Obligations of the Assured Tenancy*
- *Long Tenancies at a Low Rent*

Council Tenancies. Understanding your Rights and Responsibilities

Shelter Guide, London, 2005

This guide gives information about the rights and responsibilities council tenants have. It also explains how councils decide who they should house. This guide applies to England and Wales. Topics include How to Get a Council Home, Transfers, Evictions, Repairs and Getting Involved in the Management of your Home.

Defending Possession Proceedings

Nic Madge, Derek McConnell, John Gallagher and Jan Luba QC, 6th edition, Legal Action Group, 2006

This book is a comprehensive guide to all aspects of the law relating to possession proceedings. Dealing with three principal types of occupier – social housing tenants, private tenants and mortgage borrowers – this book focuses on practice and procedure and the relevant substantive law. The main text is supplemented with official forms and notices, statements of case and applications, an instructions checklist, the Rent Arrears Pre-Action Protocol and CPR Part 55.

Getting Repairs Done. Your Rights if you are Renting Your Home

Shelter Guide, 2006

This guide gives information about getting repairs done to your home. It deals with the rights of tenants and licensees of houses, flats and rooms. It gives an introduction to the law in England and Wales. Topics include Responsibility of Repairs, Reporting Repairs, Disruption and Poor Work, Right to Repair Scheme and Making Complaints.

Good Practice Guide. Working with Housed Gypsies and Travellers

Shelter, 2008

This unique guide is based on extensive consultations with Gypsies and Travellers around the country, and provides guidance and good practice examples to help organisations improve their support services.

Guide to Housing Rights in the United Kingdom

David Ryan, Straightforward Publishing, 2007

The book is a comprehensive and clear guide to all areas of Housing Rights in the United Kingdom, is a comprehensive and clear guide to all areas of Housing Rights. It will prove invaluable to all those who wish to understand more about this complex area, whether layperson or student.

Areas covered:

- *A history of housing provision in the UK*
- *Rights of private and public sector tenants*
- *Access to the different housing sectors*
- *Rights of owner occupiers*
- *Houses in multi-occupation*

- *Housing benefits*
- *Housing advice centres*

The Home Lawyer. A Family Guide to Lawyers and the Law

Michael Mansfield QC, edited by Yvette Vanson, Atlantic Books and the Guardian, 2003

This book offers:

- *a concise, user-friendly analysis of all the main areas of the law – from consumer, criminal, disability, education, employment, family and health to housing, immigration, inquests, libel, prisoners’ rights and welfare*
- *a comprehensive list of legal organisations and advice centres*
- *detailed and up-to-date information on the important protections now available to people since the European Convention on Human Rights in 2000*

Homelessness and Allocations

Andrew Arden QC, Caroline Hunter and Lindsay Johnson, 7th edition, Legal Action Group, 2006

This book has been revised and restructured to take into account the way that homelessness law and allocations law have developed over time. This book includes:

- *the new DCLG Homelessness Code of Guidance 2006*
- *a new set of preliminary precedents in the enforcement chapter: sample documentation for issuing a homelessness appeal in the county court and the materials necessary to issue a judicial review in the Administrative Court*
- *the latest developments on eligibility and priority need*
- *a revised chapter on decisions*
- *many new cases and their implications considered up to and including Robinson v Hammersmith Fulham LBC*

Housing and Human Rights Law

Christopher Baker, David Carter and Caroline Hunter, Legal Action Group, 2001

This book details the mechanics of the Human Rights Act 1998 and explains its impact on the specific area of housing law. It contains up-to-date case-law developments on the Human Rights Act and the Convention rights, together with extensive access to the relevant Strasbourg cases. The private rented sector and short-term residential tenancies are considered along with the law affecting local authority and housing association tenants and the nature of housing provision topics such as the law of homelessness and the privatisation of public sector housing. It is divided into three parts

- *Convention law*
- *Practical issues for human rights in housing*
- *Practice and procedure*

Housing and the Welfare State. The Development of Housing Policy in Britain

Peter Malpass, Palgrave Macmillan, 2005

This new analysis of housing policy in Britain since 1945 challenges conventional notions of the relationship between housing and the welfare state. It argues that housing policy in the years after the Second World War is better understood in terms of market restructuring. However, in more recent years housing has been at the forefront of changes that have drawn it closer to other welfare state services, and the modernization of public services is continuing the trend.

Housing Law Casebook

Nic Madge, 3rd edition, Legal Action Group, 2003

This is an essential reference book containing summaries of all important cases. Subjects include

- *Human rights and housing*
- *Evasion of statutory protection*
- *Rent Act tenancies*
- *Rent regulation*
- *Assured and assured short-hold tenancies*
- *Long leases*
- *Termination of tenancies at common law*
- *Possession proceedings and procedure*
- *Mortgage possession proceedings*
- *Harassment and eviction*
- *Disrepair*
- *Trespassers and adverse possession*
- *Homelessness*
- *Community care*

Housing Policy and Practice

Peter Malpass and Alan Murie, 5th edition, Palgrave, 1999

Established as the leading text in the field, this new, thoroughly revised and updated edition provides a comprehensive account of the current issues, set in a clear historical context. It assesses the legacy of eighteen years of Conservative governments and the initial policy impact of New Labour and the problems and challenges it now confronts. This book remains essential reading for all who wish to understand and contribute to determining the pace and direction of change in housing into the twenty-first century.

Housing Rights Guide 2008-09

Geoffrey Randal, 13th edition, Shelter, 2008

A guide for all tenants and leaseholders on housing rights. Includes recent changes in English and Welsh housing law and practice, such as the latest Homelessness Code of Guidance, new protection for deposits paid by tenants of private landlords, and Home

Information Packs for home buyers. Covers finding accommodation, buying or renting a home and reducing housing costs.

An Introduction to Social Housing

Paul Reeves, 2nd edition, Elsevier Butterworth-Heinemann, 2005

Paul Reeves takes a people-centred approach to the subject, describing the themes that have run through provision of social housing from the first philanthropic industrialists in the 19th century through to the increasingly complex mixture of ownerships and tenures in the present day. The book is ideal for students of housing and social policy, and for housing professionals aiming to obtain qualifications and wanting a broad understanding of the social housing sector. This book is a comprehensive introduction to the fundamental issues in social housing. It is illustrated with examples and cases from the UK and Europe.

Key Issues in Housing. Policies and Markets in 21st Century Britain

Glen Bramley, Moira Munro and Hal Pawson, Palgrave Macmillian, 2004

With rapid household growth exerting pressure on green belts and the growing dislocation of housing markets in different regions, housing is once again becoming a central issue on the British political agenda. Written by a well known group of researchers in lively and accessible style, this timely new book provides a broad ranging assessment of key policy developments in early Twenty first century Britain as they relate to both private and public sector housing spheres.

The Law of Landlord and Tenant

PF Smith, 6th edition, Butterworths Lexis Nexis, 2002

This book gives a concise yet detailed account and analysis of the law of landlord and tenant. It includes discussion and analysis of the effects of recent legislation, most notably the Land Registration Act 2002 and the Commonhold and Leasehold Reform Act 2002. This new edition examines the impact of human rights and also incorporates comparative law elements.

A Practical Approach to Housing Law

Graham Robson, David Roberts. Cavendish Publishing, 2006

This title provides a unique combination of law and practice of housing law. It offers a detailed yet accessible analysis of the most important areas of housing law. The context of each topic is considered, as well as the lawyer's role, case strategies, legal funding and client care issues. Contents include:

- *Part 1 – Access To Accommodation*
- *Part 2 – Security of Tenure*
- *Part 3 – Disrepair and Defective Housing*
- *Part 4 – Harassment and Illegal Eviction*

- *Part 5 – Relationship Breakdown*

Quiet Enjoyment. Arten and Partington’s Guide to Remedies for Harassment, Illegal Eviction and other Anti-Social Behaviour

Andrew Arden QC, David Carter and Andrew Dymond, 6th edition, Legal Action Group, 2002

This book is an up-to-date practical guide to advise victims of unlawful eviction and harassment. The book leads the adviser through the various remedies available not only to assist victims of unlawful eviction but also to combat other forms of anti-social behaviour.

Relationship Breakdown and Housing. A Practical Guide

Lesley Moroney, 2nd Edition, Shelter, 2003

This book covers a range of topics and scenarios about relationship breakdown and property that frequently arise. It incorporates all the relevant case law and recent legislative changes including the Homelessness Act 2002 and the Child Support Pensions and Social Security Act 2000. As well as covering benefits and options for a range of owners and tenants, this edition includes:

- *The new rules on Alternative Dispute Resolution*
- *Financial provision for families with children*
- *Issues affecting same sex couples*
- *New Government guidance on domestic violence*
- *Implications of Human Rights legislation*

Renting. The Essential Guide to Tenants Rights. All You Need to Know About Property Lettings from a Tenant’s Point of View

Tessa Shepperson, Lawpack Publishing, 2007

Thirty per cent of accommodation in England and Wales is rented. There are many books on property and residential lettings that cater for the needs of landlords, but few that approach the subject from a tenant's point of view. Enlightened landlords know where they stand, but many tenants remain in the dark when it comes to understanding what they should expect when renting. What's more, recent legislation on houses in multiple occupation and tenancy deposit schemes is something all tenants should know about. This book is for both private and public sector tenants; it explains what their rights (and responsibilities) are under housing and related consumer law.

Repairs. Tenants’ Rights

Jan Luba and Stephen Knafler, 3rd edition, Legal Action Group, 1999

This handbook sets out the law and practice on the enforcement of landlords’ obligations for housing disrepair, covering such topics as:

- *House and flat construction*
- *Common building defects*

- *Contractual rights*
- *Civil remedies for disrepair*
- *Bringing a civil action*
- *Proceedings under the Environmental Protection Act 1990*
- *Bad housing and the Housing Act 1985*
- *Housing conditions*

Sexual Exclusion. Issues and Best Practice in Lesbian, Gay and Bisexual Housing and Homelessness

Deborah Gold, Shelter and Stonewall Housing, London 2005.

Developed as part of a joint project between Shelter and Stonewall Housing, this publication sets out the housing problems faced by the lesbian, gay and bisexual community. The report focuses on harassment and homophobic violence and same-sex domestic violence, including suggestions on how to combat these problems and the importance of monitoring their scale.

6. LAW FOR VOLUNTARY ORGANISATIONS

Charitable Status. A Practical Handbook

Andrew Phillips, 5th edition, Directory of Social Change, 2003

Now fully revised and updated to cover recent developments in charity law and taking account of proposals from the Government's 2002 Strategy Unit report, this latest edition is a must for charities and their advisors. It is both a step-by-step guide to registering a new charity and a practical handbook for established charities in the UK. Free of legal jargon, the author outlines the advantages and legalities of being a charity.

Data Protection for Voluntary Organisations

Paul Ticher, 2nd edition, Directory of Social Change, 2002

The 1998 Data Protection Act is having far-reaching implications for voluntary organisations which hold personal data on computer or on paper. The second edition of this practical guide has been revised and updated following the implementation of the Act to include more examples, model policies and statement, and decision-making flow charts, as well as authoritative answers to key questions, and a comprehensive index.

Voluntary but Not Amateur. A Guide to the Law for Voluntary Organisations and Community Groups

Ruth Hayes and Jacki Reason, LVSC, 7th edition, 2004

Voluntary but not Amateur explains the law as it relates to voluntary sector organisations, warns of changes, and makes suggestions for good practice. The checklists and models have proved particularly useful. This edition includes employment and finance law, company law, the requirements of the charity commission and legislation under the Disability Discrimination Act. There is information about accessibility, data protections and copyright as they apply to the use of the internet and electronic media. On its own Voluntary but not Amateur is an invaluable resource; in conjunction with Just

about Managing? almost anything you need to know about setting up and managing a small to medium sized organisation in the voluntary and community sector is covered.

7. MANAGEMENT

Boards that Work. A Guide for Charity Trustees

David Fishel, Directory of Social Change, 2004

Why do we need boards and management committees? What are they there for? How can board and committee members best contribute and what risks are they exposed to? This new title tackles these questions and the key underlying question of how to keep the board motivated and purposeful. The book includes case studies and interviews with trustees and chief executives of a range of voluntary organisations, together with illustrations and checklists to enable the reader to evaluate their own situations and to plan actions.

The Complete Guide to Business and Strategic Planning for Voluntary Organisations

Alan Lawrie, Directory of Social Change, 2007

This updated version provides an accessible introduction to the process of strategic planning. It demonstrates how a business plan can give you an opportunity to generate a new sense of purpose and direction in your organisation. The book focuses on the process of putting a plan together and turning it into action. Features new to this edition include:

- *A section on social enterprise*
- *More data on organisational development and role*
- *Material on full cost recovery*
- *Additional information non implementation*
- *Further sections on turning the plan into action and on performance management.*

Director's Dilemmas. Tales from the Frontline

Patrick Dunne, Kogan Page, 2005

For any board director or chairman, the word "dilemma" will ring a very loud bell. Financial failure, fraud, succession issues, hostile takeovers, personality clashes and every type of directorial indiscretion can all happen at one time or another.

This book brings typical director's dilemmas alive for all to see. Patrick Dunne has helped hundreds of directors to deal with every conceivable situation and he has some expert advice on the nature of dilemmas and the principles for resolving them.

The Health and Safety Handbook for Voluntary and Community Organisations

Al Hinde, Charlie Kavanagh, Editor Jill Barlow. Directory of Social Change, 2nd edition, 2001

This step-by-step guide to health and safety is specially written for the voluntary sector. The latest edition has been fully revised and updated to take account of recent legislation. By working their way through the book, completing the checklists as they go, readers can compile their own complete health and safety policy, covering volunteers as well as staff.

Just About Managing? Effective Management for Voluntary Organisations and Community Groups

Sandy Adirondack, LVSC, 4th edition, 2005

A practical, comprehensive introduction to good management for everyone who has responsibility for organising, coordinating or making decisions about a voluntary organisation, team, department or project.

Managing Conflict

Gill Taylor, Directory of Social Change, 1999

This book for voluntary sector managers and their teams examines conflict at work and offers strategies for dealing with it. Disagreements between managers and employees, members of a team, or workers and clients can have destructive effects on the individuals concerned and on the work of the organisation. Adopting the same lively, scenario-based approach as in her previous books, Gill Taylor provides helpful advice, and reassurance that everyone can improve their conflict resolution skills.

Managing Your Community Building. A Practical Handbook for People Running Building in Local Communities

Peter Hudson, edited by Jacki Reason, 3rd edition, Community Matters, 2000

This book contains information on all aspects of running a community building and advice on good practice are contained in the user-friendly, easy-to-read handbook, including:

- *constitutional and organisational matters*
- *staffing – both voluntary and paid*
- *finance, insurance, rates and taxes*
- *licences and other legal permissions*
- *health and safety*
- *heating, lighting and cleaning*
- *furniture and equipment*
- *roles and relationships*
- *reaching out into the community*

Each chapter ends with a useful checklist for action and lists of relevant publications and addresses for future reference, all fully updated.

Occupying Community Premises

Guidelines for Community Associations and Local Authorities

Edited by Jonathan Dawson, 2nd edition, Community Matters, 2005

The book explains the alternative legal methods of occupying community premises, concentrating particularly on leases and management agreements. It deals with the holding of property by unincorporated bodies, and outlines the relevant charity law requirements. It sets out what a lease should and should not contain, and gives practical advice on the negotiation process. It also lists sources of further information.

Working with Volunteers. Quickguides

Cherry Bushel, Wiremill Publishing Ltd, 2004

Volunteers can be crucial to an organisation. This Guide shows all the steps necessary to ensure that both the organisation and volunteers find the relationship valuable and enjoyable.

It includes:

- *Why volunteers?*
- *Setting up a Volunteer programme*
- *Creating a Volunteer policy*
- *Creating Roles*
- *Recruitment*
- *Support and Supervision*
- *Valuing, Recognising and Rewarding*
- *Measuring Impact and Evaluating Contribution.*

8. MEETINGS

Meetings

Anne Laws, Summertown Publishing, 2000

This book is designed to help non-native speakers to participate effectively in meetings in English. The book is divided into three sections

1. preparing the meeting

- *reasons for the meeting*
- *planning the meeting*

2. At the meeting

- *contribute effectively*
- *chairing the meeting*
- *participating in the meeting*
- *intercultural meetings*
- *formal meetings*

3. *After the meeting*

- *following up the meeting*
- *reviewing and evaluating the meeting*

Meeting Together. How to transform your meetings, conferences and other gatherings

Lois Graessle and George Gawlinski, 2006

Use Meeting Together and make your meetings more constructive, productive and enjoyable. The book offers a framework for thinking differently about meetings and stories, tips, guidelines, and examples to help you create and participate in meetings with more joy and less pain.

The Minute Taker's Handbook

Lee Comer, Paul Ticher, Directory of Social Change and CAF, 2002

Minute taking is a critically important activity in all voluntary organisations. This new publication provides essential, in depth guidance in how to produce accurate, brief and clear minutes which meet all legal requirements.

This book shows how to:

- *prepare agendas*
- *take notes*
- *transcribe notes*
- *produce action lists*
- *record decisions*
- *check facts*
- *lay out typed minutes.*

Modern Law of Meetings

Stephen Davies QC, Nicholas Briggs, David Impey, Bethan Evans, Tom Ellis. Jordans, Bristol, 2005.

This book is a practical guide which deals with the law and practice of company, insolvency, local authority and public meetings, as well as meetings to conduct business generally.

It provides an analysis of the meeting process, from deciding when a meeting is needed, the convening of a meeting, its conduct and management to keeping of lawful and adequate records. Coverage includes a section on local authority meetings including the way local councils conduct business at meetings and take decisions. The rules governing electronic communications between companies and their members are discussed; relevant specimen articles are provided in the appendices.

Plan and Conduct Effective Meetings. 24 Steps to Generate Meaningful Results

Barbara J Streibel, McGraw-Hill, 2007

Step guide goes straight to the heart of meeting planning and facilitating, explaining why meetings go wrong and what to do about it. You'll learn to conduct meetings that stay sharply focused; turn participants into valuable contributors; and make decisions that result in actionable tasks. This guide also discusses video- and teleconferencing, so you can use those powerful technologies to your advantage, too. Plus, you'll:

- *Discover how preparation can guarantee meeting success*
- *Learn to begin each meeting with a purpose and end with an accomplishment*
- *Understand each participant's role, to increase productivity*
- *Discover how to deal with problems during meetings*
- *Get tips on using technology to hold virtual meetings*

Running Board Meetings. How to get the most from them

Patrick Dunne, 3rd edition, Kogan Page, 2005

This book provides step-by-step, practical advice on every issue. Written in a lively, easy-to-read style, it is organised into Before, During and After structure. Topics discussed include:

- *How often meetings should take place*
- *How long they should be*
- *Seating*
- *The agenda*
- *How the right atmosphere is created*
- *The role of the chairman*
- *Taking minutes*
- *Role of finance director.*

Taking Minutes of Meetings

Joanna Gutmann, 2nd edition, Kogan Page, The Sunday Times Creating Success Series, 2006

This book explains the functions of minutes, the different styles, how to take them accurately, and how to listen and summarise. Now in its second edition this practical guide includes a new chapter on the requirements of the Freedom of Information Act. Reliable, accessible, advice is given on important topics such as:

- *setting up a meeting*
- *sections of a meeting*
- *the agenda*
- *personal preparation*
- *taking notes*
- *the minutes*
- *recording decisions and actions.*

Minute-taking can appear daunting but this practical guide provides you with knowledge of your role and responsibilities, so that you can efficiently complete the task with confidence.