

WE'VE GOT A GOOD IDEA, BUT HOW DO WE GET STARTED? ESTABLISHING YOUR YOUNG FARMER GROUP

So, your brain is working overtime with an exciting new opportunity to establish a group in your community. Your idea is solid, but what's next?

This factsheet provides a summary of the bits and pieces you need to consider when establishing your new group. Be sure to download the full [Young Farmer Group Guidebook](#) for a more detailed explanation of the various administrative, regulatory and legal aspects.

Before you start..... let's not recreate the wheel!

There are expenses and paperwork involved in running a new group. So do some research first to avoid duplicating what may already be in existence!



Are there other organisations working in your community that you could join?



Check out our [Young Farmer Group Map](#) for existing groups operating in NSW and get in touch with them!



Other community groups across Australia can be found [here](#).

Getting Started Checklist

1

Setting your group up for success

Defining who you are and what you will do is a vital step in setting up your group - it will help to guide your structure, activities and relationships.

1. Define your purpose, mission, vision and values
2. Develop a Business Plan

2

Choosing a group structure

Holy moly, do we need to incorporate a new entity? Incorporation is a voluntary means of creating a legal identity. In becoming an incorporated association your group becomes a legal body in the eyes of the law. It must have a minimum of five members and you are responsible for reporting to your relevant regulator.

Consider this [checklist](#) before deciding on whether to incorporate or not.

Advantages of incorporation

- Simplifies and clarifies management and ownership.
- Provides some legal and financial protection for the committee.
- Allows organisations to apply for a much wider range of public and private funding.

Disadvantages of incorporation

- Regular and ongoing compliance with government regulation.
- Most will be required to have compulsory public liability insurance
- Membership records and minutes must be kept



- [Young Farmer Group Guidebook](#)
- [Business Plan Templates \(Farm Table\)](#)
- [Business Planning Guide \(Social Ventures Australia\)](#)
- [Decision Tree \(NFP Law\)](#)
- [Running an incorporated association in NSW \(NFP Law\)](#)



Getting Started Checklist (cont.)

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Developing a well-functioning committee

If you incorporate, a fundamental step is forming a governing body, such as a committee. But, even if you aren't incorporated, formalising the management of a group, its roles and composition, is still very important!

1. Key roles include Chairperson, Deputy Chairperson, Treasurer, Public Officer, and Secretary.
2. To assist with committee composition to ensure you have the right skills on your team, we recommend developing a [skills matrix](#).

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Running successful meetings

Is your group struggling with long discussions that do not reach a conclusion; decision-making on the basis of inadequate information; low attendance; uneven participation; and/or unwillingness to ask questions/participate?

Refer to the full [Guidebook](#) for tips for getting people to show up, keeping the meeting on topic and managing conflict in meetings.

It's also important for your organisation to conduct meetings in accordance with the relevant laws and regulations. See links below and visit your relevant regulator.

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Setting up group administration and management

- * [Do we need a name? How do we choose one?](#)
- * [What do we need before applying for an ABN?](#)
- * [How do we register our ABN?](#)
- * [What are the main legal requirements for record keeping?](#)
- * [What types of insurance does my organisation need?](#)
- * [Do we need a formal Work, Health and Safety Plan?](#)
- * [How do we protect our intellectual property?](#)
- * [How do we set up a bank account?](#)
- * [How do we raise money?](#)
- * [How do we attract sponsors?](#)
- * [How do we get an email address?](#)
- * [Do we need a website?](#)
- * [How do we run events?](#)
- * [How do we market our group?](#)
- * [How do we look after our committee and our volunteers?](#)
- * [How do we manage committee change?](#)



- [Young Farmer Group Guidebook](#)
- [Management committee meetings \(NSW Fair Trading\)](#)
- [Checklist for notice of annual general meeting \(NFP Law\)](#)
- [Committee conflict guide \(DIY Committee Guide\)](#)
- [Self-governance checklist for not-for-profit organisations \(ATO\)](#)
- [Internal controls for NFP organisations \(CPA Australia\)](#)
- [Risk management guide for NFPs, Community Groups and Charities \(Our Community\)](#)

