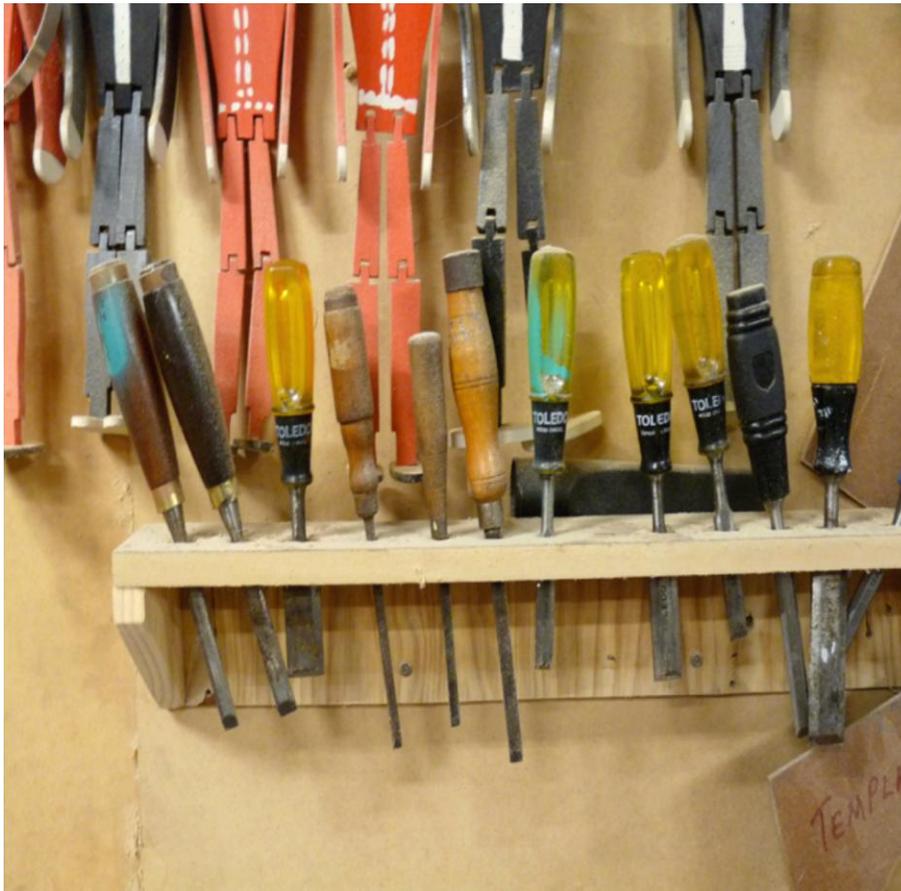


Australian Men's Shed Association
SHOULDER TO SHOULDER

How to Run a Men's Shed



Condensed Version

An Australian Men's Shed Association Resource

February 2016

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INTRODUCTION

What is a Men's Shed?

Men's sheds are community-based, non-commercial organisations that address social inclusion, participation and community capacity building. They have become vital community assets and, in many regions, the main or only focal point for positive male engagement and activity.

The modern Men's Shed is an updated version of the shed in the backyard that has long been a part of Australian culture. If you visit a Men's Shed you may see a number of men restoring furniture or bicycles for a local school, making Mynah bird traps, young men working with the older men learning new skills, tea-bags, coffee cups and a comfortable area where men can sit and talk. You will also probably see an area where men can learn to cook healthy low cost meals, make contact with their families by computer, crafts such as lead lighting or woodturning.

Members of Men's Sheds come from all walks of life - the bond that unites them is that they are men with time on their hands and would like to undertake something meaningful. A good Men's Shed has a safe and happy environment where men are welcome to work on a project of their choice in their own time and where the only 'must' is to observe safe working practice- all in a spirit of mateship.

So what is so special about this new type of Men's Shed?

'It has been found that male participants were less willing than female participants to attend health education sessions, were less interested in information on illness prevention and were less willing to have an annual health check or to seek advice from a medical practitioner'. *Extract National Male Health Policy 2010*

The Men's Shed is one of the most powerful tools we have in addressing health and wellbeing- it is an obvious solution to overcome difficulties in reaching males and provide men friendly information and services in settings which are frequented by males.

"What has been lacking in the past is a unified approach to men's health by health and service organisations. More emphasis needs to be placed on community based groups such as Men's Sheds which research suggests are vehicles better able to address men's health and well-being needs."

Relationships Australia- extract from submission to Senate Enquiry into National Men's Policy 2009

Good health is based on many factors including feeling good about yourself, being productive and valuable to your community, staying connected to friends and maintaining an active body and mind.

Becoming a member of a Men's Shed gives a man that safe and busy environment where he can find many of these things in an atmosphere of old-fashioned mateship. And, importantly, there is no pressure. Men can just come and have a yarn and a cuppa if that is all they are looking for.

Men's sheds value the role of males at different stages of their lives and foster wellbeing by providing opportunities for older males to contribute through sharing knowledge and participation.

What is AMSA?

The Australian Men's Sheds Association (AMSA) is the national peak body representing member Men's Sheds and is one of Australia's largest community development organisations. The organisation has over 950 Men's Shed members representing an estimated 100,000 individuals and employs 5 full time staff.

It recognizes a Men's Shed as any community-based, non-profit, non-commercial organization that is accessible to all men and whose primary activity is the provision of a safe, friendly and healthy environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men.

A major objective is to advance the well-being and health of their male members and to encourage social inclusion.

The AMSA prioritizes the wellbeing of all men by valuing the role that Men's Sheds play in the prevention of social isolation and by providing a welcoming place for men to work on projects and contribute to their wider community. AMSA endeavours to always address the needs of Men's Sheds, to advocate on their behalf and to source further funding and resources for the direct benefit of sheds.

Men's Sheds registered with the AMSA are to maintain an open door policy and conduct themselves in a non discriminating manner, have a minimal membership or joining fee, ensure and observe safe work practices and aim at improving the wellbeing of all men and support their community.

As part of the Australian Men's Shed Associations Funding Agreement with the Federal Government, the Association is committed to providing practical support for existing Sheds, provide assistance in the development of new Sheds, attract and secure corporate sponsorship, raise awareness of Men's Sheds, encourage participation and improve the health and wellbeing of all men.

AMSA recognises that not all Sheds are exclusively for men and that some Sheds choose to call themselves 'Community Sheds' as these Sheds may be open to female members. The decision to have female members is entirely a local one. For the purposes of this document, the term 'Men's Shed' is used to cover all member Sheds.

Upon application, AMSA may admit to membership, a Shed that conforms to the above definition in all respects. *Refer to AMSA Membership By Law –Adopted 23 July 2013*

The Men's Shed concept was an Australian initiative from very humble beginnings; the idea has now spread internationally with a significant number of Sheds being operated by health authorities in New Zealand, Ireland, England, Scotland, Wales, Northern Ireland and the Netherlands with other interested groups in North American and Japan.

“Men's Sheds are not just fixing furniture and building toys, they are helping men and building communities”



HOW TO RUN A MEN'S SHED

1. Plan of Management

A Plan of Management is a formal document that outlines how your Men's Shed is be managed, monitored and reviewed. It can be a summary or a more detailed document.

The purpose of a Plan of Management is to describe how the Management Committee plans to manage all aspects of shed operations and achieve the intended scope –expected outcomes.

It is important have processes in place and followed to guarantee the appropriate management of your Men's Shed to minimise risk, maintain a focus on its vision and priorities and is financially sustainable. The process should be inclusive-involving not just the Management Committee but all of the organisation's stakeholders– members, customers, sponsors and the community.

The Plan of Management usually includes the following:

- Description of your Shed community
- Mission, Vision and Values, Aims and Objectives
- Management Structure and the role of the Management Committee and Election of Office Bearers
- Management Committee Positions
- Code of Conduct and Code of Practice
- Financial Management
- Comprehensive Policies and Procedures
- Supplementary documents to support the Plan of Management

Mission, Aims & Values

As a community organisations seeking community support, you must be able to clearly demonstrate your capacity to use resources responsibly and in a planned way.

You need to give clear indications of your purpose, achievements and how the Men's Shed has impacted on its members and the community.

You should define the purpose and mission of the Men's Shed by developing **a Mission Statement** that outlines:

- Who you are?
- What needs do you intend to meet?
- Whose need?
- What you intend to do to meet the needs, i.e. what services do you intend to provide?
- What are your central *values*? (e.g. what do you believe in? what are you committed to? what is your philosophy?)

You should then define your current *Aims and Objectives*.

- *Aims* of the organisation are general statements about what you intend to achieve.
- *Objectives* are statements of your goals and desired outcomes - they are measurable, achievable and within a specific timeframe- it is goal setting.

They can be seen as *milestones* to achieving your organisation's overall purpose.

Code of Conduct & Practice

- The Code of Conduct and Code of Practice are statements that will outline the purpose of your Men's Shed and how you will achieve that; they will be Men's Shed 'rules' and values.
- The Code of Conduct is a set of rules that clarifies the standards of behaviour that are expected of members and the Management Committee in the performance of its duties. It gives guidance in areas where members need to make personal and ethical decisions.
- A Code of Conduct can clearly define behaviours and a way in which teams can work together.
- If it is done well it can be a blueprint for team members to follow and to ensure that operating and behaving standards are understood and agreed upon. A Code of Conduct only works when accountabilities are included. If this is not enforced then the process will be a waste of time.
- There have been a number of studies carried out on Men's Sheds and it is very clear that the successful groups are the ones where there is a lot of member consultation, input and active participation in the decision making process. Men's Sheds that run in an authoritarian manner are generally not successful with a high turnover of members and poor morale.
- A Code of Practice is a good way to state clearly your Men's Shed position on important subjects like equality, ethics, conflict of interest and duty of care.

Management Committee

The Management Committee is an elected group that exists to ensure smooth day to day functioning of the Shed. It is different to the Steering Committee whose purpose was to get the Shed started and operational.

As the Steering Committee winds down and moves to a monitoring function, the Management Committee should be set up as soon as possible so that it can become actively involved in developing policies, defining the shed activities, selecting and setting up the tools and helping with the recruitment and training.

It becomes their responsibility to ensure that it maintains the Men's Shed aims and objectives.

The *Management Committee*:

- Oversees the day-to-day activities of the shed
- Abides by the best interests of the Men's Shed, ensuring the facility remains ongoing, financially viable and well patronised
- Holds fast to the original aims, objectives and policies of the shed
- All Management Committee positions are elected positions and office bearers will serve a pre-determined and conditional term as outlined in your Constitution
- The Management Committee requires an Executive: Chairman, Secretary and Treasurer but there are also a variety of other positions that can be nominated. This will be determined by your membership and your needs.

You may also secure the services of Honorary Solicitor and Accountant as well as Shed Patrons.

A Manual providing detailed descriptions of potential committee positions, their roles and responsibilities is available as a supplementary manual.

Operations

Every Management Committee should provide good leadership by:

- Ensuring the effective management of the organisation and its activities
- Setting the strategic direction to guide and direct the activities of the organisation
- Providing sound financial management and ensuring that resources are properly managed
- Ensuring that all potential risks are assessed and dealt with
- Being able to account for everything the organisation does
- Holding meetings as necessary to properly fulfil their role
- Monitoring activities to ensure they are in keeping with objectives and values.
- Ensuring Statutory obligations are met
- Consulting members and keeping members informed.

Effective management is supported by appropriate Operational Policies and Procedures.

Your Management Committee must decide on the types and extent of the policies and procedures required.

Categories include:

- Administration-Management and Planning
- Financial Management
- Men's Shed Health & Safety
- Membership Management
- Communication
- Working with Children & People with a Disability
- Working with External Agencies

2. Shed Management

An effective Management Committee should:

- Understand the responsibilities of their role and delegated authority of any sub-committees
- Understand and comply with the organisation's governing document (e.g. Constitution)
- Understand the organisation's legal structure
- Understand the liabilities upon becoming a Management Committee member
- Provide sound financial oversight and ensure that resources are properly managed
- Ensure that all potential risk is assessed and dealt with
- Be able to account for everything the organisation does
- Ensure the organisation pursues its purpose (as defined in the governing document)
- Safeguard the name and values of the organisation
- Take decisions as a collective group
- Hold meetings as necessary to properly fulfil their role
- Seek expert and professional advice when needed
- Consult and report regularly to members

Effective management is supported by an appropriate Operational Policies and Procedures Manual.

Policies and procedures should encompass:

- Administration- Management and Planning
- Money Management
- Health & Safety
- Membership Management
- Communication & Media
- Working with Children & People with a Disability
- Working with External Agencies

Administration

Administration includes all aspects of the management of the Men's Shed

- Operations
- Membership
- Projects and activities
- Assets
- Men's Shed Health & Safety
- Evaluation and
- Reporting.

Administration policies and procedures should cover areas such as good governance, being accountable and how you will report on the Shed's progress, how you will handle conflict and grievances, promotion and publicity, managing insurance, shed maintenance, shed projects, Committee responsibilities and roles, handling member's privacy and storing information safely, crisis response, conducting efficient meetings, personal use of equipment by members and asset management.

A full range of sample policies and procedures is available on the AMSA website.

Select, and if necessary, modify those that best suit your Men's Shed –embed your Men's Shed details in the appropriate space.

Money Management

The Management Committee has ultimate responsibility for ensuring that appropriate and effective internal financial control systems are in place.

Money Management policies and procedures are extremely important to:

- Ensure that financial processes and internal controls are in place and adhered to ensure appropriate management of finance to minimise risk.
- Processes, controls and reporting will be well documented, transparent, and accurate
- Ensure a mechanism will be in place to inform officers who may act on behalf of the Men's Shed, provide formal authority to those who are able to make financial decisions and/or incur liabilities for the Men's Shed.
- Ensure the Men's Shed is subject to audit by an Independent auditor-expenditure committed and incurred by persons of authority must be within the limits of their delegation and within budget limits and responsible for the exercise of due caution

A full range of sample policies and procedures are available on the AMSA website. Select, and if necessary, modify those that best suit your Men's Shed –embed your Men's Shed details in the appropriate space.

Member Management

Management Committees have a responsibility to have in place membership Application and Induction procedures, to explain the requirements and responsibilities with being a member, the policies and procedures associated with the operation of the Men's Shed and general information about the Men's Shed.

You should also ensure that members are aware of their rights, responsibilities and obligations in regard to Code of Conduct and Code of Practice, harassment, drug and alcohol, use of internet, grievances and complaints, discrimination, pastoral care and welfare.

It also has a Duty of Care and must make a commitment to providing and maintaining a safe and healthy environment for all members and visitors. Every practical and reasonable effort must be made to prevent accidents and injuries, promote the health, safety and welfare of **ALL** persons engaging in shed activities.

A full range of policies and procedures are available on the AMSA website.

Select, and if necessary, modify those that best suit your Men's Shed –embed your Men's Shed details in the appropriate space.

Communication

Every Men's Shed should acknowledge:

- The importance of ensuring that communication is open, transparent, accurate and respectful
- The valuable contribution the media can have in promoting awareness about your shed and what it offers to the community.
- That as part of its commitment to members and community, you will nominate authorised representatives to speak on behalf of the Men's Shed.
- To establish a framework for achieving an efficient way of communicating with members and an effective working relationship with the media.
- Good communication assists in promoting your Men's Shed, informs the members and public of your activities and progress as well as assists in fundraising efforts.

Communication should be based on the following values:

- **Honesty:** never knowingly mislead members, the public or media on an issue or news story.
- **Transparency:** promote openness and accessibility in communicating with members, whilst complying with the law and maintaining confidentiality when appropriate.

- **Balance:** information provided to members and the media will, as best as possible, be objective, balanced, accurate, informative and timely.

A full range of sample policies and procedures are available on the AMSA website.

Select and, if necessary, modify those that suit your Men's Shed –embed your shed details in the appropriate space.

Working with Children and People with a Disability

Many Men's Sheds conduct mentoring programs with young people and have members with varying degrees of disability.

It is essential that Management Committees:

- Have policies, procedures and guidelines in place.
- Develop and implement a policy statement on safeguarding the welfare of young people including training of volunteers/supervisors and committees in child protection issues
- Develop and implement a policy statement on ensuring members with a disability have an opportunity to participate in activities.
- Develop and implement ongoing training on duty of care, Men's Shed health and safety, volunteer rights and responsibilities and confidentiality
- Develop and implement professional behaviour standards through codes of conduct or similar guidelines.
- Develop and provide information packages to your volunteers that include the obligations and rights of volunteers under child-related legislation and equal opportunity.
- Develop and issue clear role statements or position descriptions to all volunteers
- Develop and implement an effective and timely complaint management, investigation, disciplinary and reporting systems in relation to child-related legislation and equal opportunity

Sample policies and procedures are available on the AMSA website.

Select and if necessary, modify those that suit your Men's Shed -embed your shed's details in the appropriate space.

3. Management Committee

Running a Men's Shed is a combined effort that takes patience, tolerance and great teamwork. It is about sharing duties and working to strengths.

The separation of responsibilities can be useful in the start up stages because people may not have the full range of skills required e.g. someone with public speaking experience may wish to lead promotion and publicity or those who have played a major role in Risk Management may wish to act as Safety Officer.

In a perfect world several members may be familiar with the responsibilities of each of the operational roles and could fulfil these roles at any time, but it is a reality that a lot of these roles fall on the shoulders of a dedicated few and may have to combine duties to the best of their ability.

The overall responsibilities to ensure that Men's Shed operations run smoothly lies with the Management Committee. Where possible, the actions should be divided among as many members as possible, perhaps even using a roster basis.

This reduces individual workloads, widens the base of knowledgeable people and gives members a feeling of being involved in the running of their Shed.

The Management Committee should define tasks and responsibilities, identify appropriately qualified people to lead and ensure that they have adequate resources to do the job.

Executive Roles

All positions are elected positions and Office Bearers will serve a pre-determined and conditional term as outlined in the Constitution.

It is important that the Management Committee fully understands the individual roles and responsibilities of the nominated positions in order to manage effectively and efficiently.

It must also represent the Men's Shed with integrity at all times, operate democratically and consult regularly with Members.

Executive Positions can include:

- Chairperson /President
- Vice Chairman/President
- Treasurer
- Secretary
- Shed Manager (optional)

The Executive will be required to dedicate a significant amount of time and may have to undertake many tasks during their term of office.

Sample position descriptions are available on the AMSA website.

Select and, if necessary, modify those that suit your Men's Shed -embed your Shed's details in the appropriate space.

Workshop Operations

These positions are responsible for the day to day operational functions of the Men's Shed.

Management Committee positions relating to workshop operations include:

- Men's Shed Health & Safety Officer
- Projects Officer (s)
- Asset Management Officer

These officers must demonstrate leadership and set an example to all members, encourage participation by members in activities and Shed projects and instil a culture where members respect tools, equipment and property belonging to the Men's Shed.

Responsibilities include:

- The positive promotion of a safe work area
- Member safety at the highest possible level,
- That the Men's Shed is operated efficiently and safely and a culture of work safety is instilled in all members
- Overseeing and co-ordinating all Shed activities
- Overseeing and co-ordinating the management of all shed assets

Sample position descriptions are available on the AMSA website. Select and, if necessary, modify those that suit your Men's Shed – embed your shed details in the appropriate space.

Health & Wellbeing

Positions can be created that focus on the health and well being of members.

These include:

- Membership and Welfare Officer
- Social Activities Officer

These positions would implement strategies to:

- Monitor the welfare and ensure the well being of members
- Establish a broad social calendar for the year
- Provide a range of appropriate activities for all members to foster teamwork and camaraderie
- Manage all aspects of Men's Shed membership
- Undertake Induction processes and ensure members are welcomed and made aware of the Men's Shed operations.

Sample position descriptions are available on the AMSA website. Select and, if necessary, modify those that suit your Men's Shed -embed your shed details in the appropriate space.

Promotion

Promotion is vital to ensure that your Men's Shed is well known throughout your community thereby attracting donations, members, sponsorship, support and enhance all fundraising efforts.

Positions can include:

- Sponsorship and Fundraising Coordinator
- Communication, Marketing and Media Officer

These positions would focus on:

- Positive promotion of the Men's Shed, member participation and achievements at the highest possible level
- Plan and publicize fundraising events
- Secure, co-ordinate and manage all sponsorship commitments
- Develop marketing materials

Sample position descriptions are available on the AMSA website. Select and, if necessary, modify those that suit your Men's Shed -embed your shed details in the appropriate space.

Shed Patrons & Honorary Members

Honorary Solicitor & Accountant

- Appointed by invitation to provide the Men's Shed with ongoing legal and financial advice and support.

Shed Patrons

- May be a great supporter of the Men's Shed and is appointed by invitation in acknowledgment of this support
- May be a well respected person within your local community and is appointed by invitation
-
- Provides support and guidance
-
- Upholds the good name of the Men's Shed, its key stakeholders and all members
-
- May be appointed at one time and will be invited to hold the position(s) at the request of the members by popular vote.

4. Training

One of the major appeals of the Men's Shed is that they are '*a place to hone old skills and learn new ones*'- this is becoming more apparent as the demand for training in Men's Sheds increase.

Many new sheds have spaces suitably equipped and dedicated to education and training such as computers, cooking and crafts.

It is in the best interests of the Men's Shed Management Committee to provide training to members in the areas of Men's Shed Health & Safety, First Aid and Workshop Induction.

Whether it be accredited or non accredited training, it seems that you CAN teach old dog new tricks and many shedders are still very willing to learn if the opportunity is offered.

Induction

New Member Induction training is extremely important.

This is the opportunity to:

- Introduce new members to the facilities and amenities that the Shed has to offer.
- Explain how the Shed operates
- Outline what is expected of new members regarding tasks, workshop cleanliness, maintenance of tools,
- Explain the Men's Shed Code of Conduct and Code of Practice
- Insist that standards of safety must be observed
- Enquire about their particular interests and skills

New members need to be:

- Made aware of the facilities and amenities available, location of the toilets, tea making facilities, any associated costs, transport, parking arrangements, workplace safety etc.
- Introduced to workshop supervisors / coordinators, explain who can use what machines and the requirements regarding competency assessments.
- Made aware of tasks performed for the Men's Shed, for the community and member private projects.

In House Training

In House Training is important to assist members develop skills and competencies. Each shed will have machines that are different from other sheds and member's own machinery.

All machines and equipment have unique features and these need to be documented and explained.

Competency on 'how to' use machinery is a must for all members. Men's Sheds may have unique work programs that require specialist skills.

In house training may take the following formats:

- One-on-one training and mentoring.
- Structured exercises to increase or build on particular skills, use of machines and /or techniques.
- Computer based instructions using video, DVD or computer based instructions
- Group instruction where there is close interaction between the instructors and each trainee.
- Documented safety and operational procedures as a basis for competency assessments.

External Training

External Training is used most frequently for short courses where the emphasis is on gaining a particular skill or qualification.

It is usually relatively expensive for each participant, but this expense is frequently paid for by the shedder and maybe be offset by them acquiring and being able to apply the knowledge and skill in a short time period.

External training providers may be used to ensure quality and recognised levels of training and this may include:

- Men's Shed Health & Safety
- First Aid Certificate
- TAFE courses at Certificate level
- Introductory courses e.g. woodturning.
- Tool sharpening
- Basic computers
- Courses specifically focussed on health and well being

Their main strength is their ability to conduct 'recognised' accredited training courses.

They are able to readily adapt regarding timing, content and delivery of training to match needs of the organisation.

They may be able to provide both accredited or non- accredited training. Where there is need to develop skills in a particular area and these skills are not available from within, training providers can be of assistance.

They may be registered training providers able to deliver accredited training e.g. Tag and Testing of electrical appliances.

They may be able to provide courses adapted to the particular needs of the Members. e.g. Introduction to basic Gas or Electric Arc Welding.

5. Shed Safety

All Men's Sheds have a Duty of Care and are required to have a strong focus on safe work practices to protect members and visitors to the shed.

The Committee or authorised persons who establish and oversee shed operations and the members that supervise activities, have a key role in requiring that safe practices are followed.

Members who use the shed facilities have a corresponding duty to comply with safe practices and adjust any unsafe practices accordingly.

Responsibilities include:

- Positive promotion of a safe work area
- Member safety at the highest possible level,
- That the Men's Shed is operated efficiently and safely and a culture of work safety is instilled in all members

AMSA has produced policies, procedures, guidelines and information sheets that can be used as a Men's Shed Health and Safety manual.

These can be modified if required to suit the needs of each individual Men's Shed.

All new members of the shed need to be made aware of the Men's Shed procedures and the importance of compliance.

Induction & Training

Induction is a process to familiarise new members and / or visitors to the Men's Shed – a visitor has to be made aware of hazards they may encounter and how to deal with them.

However, the New Member Induction is more comprehensive and includes information, rules and procedures about equipment, positive promotion of a safe work area, all aspects of shed operations, their rights and responsibilities.

New members should also be made aware of Code of Conduct and the Men's Shed Code of Practice.

Inductions are normally undertaken by the Management Committee Membership Officer who can be accompanied by the Men's Shed Health & Safety Officer.

Inductions may use a checklist approach that records what items each member has undertaken during the induction.

Policies & Procedures

Men's Sheds have a DUTY OF CARE to themselves, their Shed colleagues, family Members and visitors to operate safely. Every Management Committee should develop and maintain a set of policies and procedures to cover the safety issues that arise from their operations and the work environment that exists.

These should be reviewed regularly and some procedures, such as Emergency Evacuations, should be tested periodically. Shed members need to be trained, have access to information and exercise safe work practices.

Responsibility for Shed Safety is everyone's business because safe operating is essential to everything the shed does.

The Management Committee or authorised persons who establish and oversee shed operations and the members that supervise activities, have a key leadership role in requiring that Safe practices are followed.

AMSA can provide specific advice to sheds on safety issues – or it may on your behalf request information from specialists where required for unusual and complex issues.

Risk Assessment

Assessment of risk is a process we all do subconsciously all the time. It is how we decide whether or not to 'chance' something. For example, should we walk to a crossing or just cross a road where we are?

In a Men's Shed, should we operate a machine without training? This decision requires a person to think about the risks to themselves and others before going ahead.

This process is **Risk Assessment**- a process used to analyze a situation and then work towards minimizing harm towards people or property.

All Men's Sheds need to regularly assess the risk and ensure action plans are implemented and working properly to reduce risk.

AMSA has adopted a formal process for risk assessment to ensure sound decisions are made concerning safety issues.

AMSA has also developed and made available the SMART software system that assists sheds to manage risk assessment and member management in a safe manner.

First Aid

Every Men's Shed has an obligation to provide a First Aid kit that is available to members in order to deal with injuries and illnesses that might arise.

It is a requirement that a trained first aider be present at the Men's Shed during operations to ensure first aid can be administered properly if needed. There should be one trained first aider for every twenty members at the shed.

The content of a First Aid kit will be dictated by the operations and equipment at the shed. A list of basic first aid items is available from AMSA.

It is also necessary to maintain a First Aid Register detailing the name of the shed member, the injury details and treatment.

The SMART system is designed to maintain key information about each member that may be critical when treating members who need to be consulted prior to administering any form of medication.

Emergency Management

All Men's Sheds need to be prepared for any Emergency that could arise.

The obvious Emergency situations that affect people include medical emergencies, major accidents and exposure to fire, explosion, windstorm and floods – some of which can involve material damage to buildings and equipment.

Knowing what to do and who to contact is critically important and this information needs to be displayed in a prominent place.

An Emergency Contact List including Police / Fire/ Ambulance / Hospital / Doctors should also be displayed.

Next of kin information should be recorded on each member's file and available on the SMART system.

The Management Committee must designate the role for someone to take charge of contacting the appropriate people.

It is sound safety management practice that no less than two people be in attendance at all times when the shed is open.

Sample policies and procedures are available on the AMSA website.

Select and, if necessary, modify those that suit your Men's Shed -embed your shed details in the appropriate space.

6. Insurance

Overview

Insurance is a vital element for all Management Committees to consider when setting up the Men's Shed.

All Men's Sheds registered with AMSA must have Public & Products Liability and Association Liability Insurance as a minimum. Volunteer's Personal Accident Insurance is also strongly recommended as is Property Insurance for the Shed building and all tools and equipment housed within the Shed.

Men's Shed insurance requirements vary. For example, some Sheds are sponsored and insured by a larger body such as a Church organisation, Local Council, Retirement Village or local Service Club.

It is important to obtain a Certificate of Currency from these sponsoring bodies stating the cover that exists for the Men's Shed.

A copy of the Certificate should be retained in the Shed's files and a copy sent to AMSA.

If a Shed has to purchase insurance this can be obtained from any reliable Licensed Insurance Broker and the Committee must ensure the insurance is placed with an APRA approved Insurer who is financially sound and reputable Insurance Company.

Alternatively, Sheds can participate in the AMSA Group Insurance Scheme that has been specifically tailored for Men's Sheds.

AMSA has arranged, through an insurance broker, a broad range of Insurance covers to protect Sheds. These are outlined more fully on the AMSA website or by contacting 1300 550 009 or email amsa@mensshed.net

General

While insurers will pay for genuine, covered claims, there are several situations where claims will not be paid. These are called 'policy exclusions' and they are set out in the insurance policy –they need to be read and fully understood.

Some policy exclusions exist because a different type of insurance policy applies to the situations described or, the situation described is illegal for the insurer to cover. For example, medical insurance in Australia can only be covered by a Registered Health Fund – it is illegal for a General Insurance Company to provide such cover.

Also, fines and penalties cannot be covered in an insurance policy.

Insurance companies expect the insured to take reasonable care and to comply with the law in running their affairs. Ignoring the law and /or behaving irresponsibly may reduce the amount payable for a claim to zero.

Duty of Disclosure

When working with the insurance company, such as the filling in an application form, claims form or advising of major changes to the risk which is insured, the policy holder has a 'Duty to Disclose' the truth to the Insurer.

As a member of AMSA and the AMSA Group Insurance Scheme, the Men's Shed would be required to advise AMSA who will, through the broker, disclose issues to the insurer. The insurance policy sets out what is required to be disclosed.

Types

1. **Associations Insurance-** This insurance is designed to cover the voluntary Directors, Committee Members and Office Holders of an Association for the cost of investigating and defending any actual or alleged 'wrongful' act in the discharge of their duties- except for acts involving proven dishonesty, fraud or misconduct up to a nominated amount.

Please read the full coverage and exclusions in the Policy wording carefully.

2. **Public & Products Liability**-This policy covers situations where the insured (Men's Shed) and others with an interest is found to be legally liable for Personal injury and/or held liable for damage to someone else's property. (Many Local Governments and Funding Bodies now require an insured sum of \$20 million).

Example 1:

A Men's Shed may have a BBQ where a member trips over and strikes the BBQ resulting in severe burns. The injured party may sue the Men's Shed for negligence and if upheld by a court, the Shed will have to pay damages to the injured person. This policy is designed to pay for such situations.

Example 2:

At the same BBQ, a person buys a sausage sandwich (product) and becomes seriously ill with food poisoning. This policy is designed to pay damages to the injured party.

Please read the full coverage and exclusions in the Policy wording carefully. Seek expert advice to ensure clarity of all aspects of this type of Insurance.

3. **Volunteer Personal Accident Insurance**- This insurance protects Shed member volunteers who are injured when performing activities on behalf of the Men's Shed on a voluntary basis. The cover is for volunteers to a certain age and includes coverage for an injury while travelling to and from a voluntary activity of the Shed.

The cover cannot legally cover situations such as medical costs that are normally covered by Health Funds, but other related costs such as walking aids, cost of modifications to a dwelling may be covered.

Amounts are also payable for what are termed 'capital amounts' resulting in death or serious injury. For example, if a volunteer loses a limb or becomes blind from an injury while doing voluntary work on behalf of Men's Shed.

Please read the full coverage and exclusions in the Policy wording carefully. Seek expert advice to ensure clarity of all aspects of this type of insurance.

4. **Building & Contents**- This insurance is designed to protect Men's Sheds against losses that occur to the Shed and its contents. In many cases the owner of the Shed takes out the insurance and the Shed is only required to insure the contents.

The Shed Committee needs to assess what is required for their Shed. Property insurance policies vary in what is covered so if a policy is much cheaper than another, chances are the cover is different – for example, the cheaper one may not cover the Shed for glass breakage or flood cover.

AMSA has arranged its Group policy specifically for Men's Sheds and it provides a broad cover including fire, burglary, storm and tempest, the replacement of glass at replacement cost and cover for floods – which is otherwise very difficult to obtain.

For information about pricing and other insurance aspects contact AMSA through amsa@mensshed.net or 1300 550 009

General Note to Management Committees

When comparing insurance premiums, please take into account the differences in coverage of each similar policy option and how each suits your situation before making a final decision.

Please read the full coverage and exclusions in the Policy wording carefully. Seek expert advice to ensure clarity of all aspects of this type of insurance.

7. Grants & Fundraising

Your Men's Shed should make a commitment to actively seek grants and undertake fundraising activities throughout the year to ensure that there are adequate funds available to meet the ongoing costs of the Men's Shed.

The costs involved in setting up a Men's Shed can be significant and funds may be required for:

- Infrastructure & initial set up
- Renovation & refurbishment
- Modifications to existing buildings to meet legislative requirements
- Connection of or upgrades to utilities- power, water
- Installation of disabled facilities such as ramps, toilet
- Tools and equipment
- Office & kitchen equipment
- Materials and consumables
- Compliance with Men's Shed Health & Safety standards

Sheds also require funds for ongoing expenses such as:

- Insurance
- Materials and consumables
- Utilities such as electricity
- Internet & phone costs
- Member activities
- Member amenities

It is highly recommended that Management Committees undertake a Strategic Planning process and develop a Business Plan including short term and long term budgets.

The Management Committee should ensure that a nominated figure is embedded into their annual budget to guarantee that generating and income and fundraising is a priority.

All members should be made aware of the need for fundraising and encouraged to participate in activities to ensure the Men's Shed financial viability and sustainability.

Generating income requires commitment and effort on the part of all members and always acknowledge the generosity of those who donate and contribute.

Grants

Grants are available from many different sources such as:

- Government Departments i.e. local Council, State and Federal Government
- Large Corporations (e.g. NRMA, Telstra, major banks, B.P.)
- Philanthropic Bodies (e.g. The AMP Foundation, The Ian Potter Foundation)
- Local Service Clubs (e.g. Rotary, Lions and Apex)
- Australian Government Shed Development Programme (NSDP) administered through AMSA

Most funding bodies require that the applicant be incorporated and GST registered.

Some grants are made available on an annual basis so make sure you are aware of opening and closing dates- visit their websites to see what is available and the application timelines.

Many grants are advertised in the major newspapers.

Subscribe to email advice through various grant websites such as Grant Guru Community.

Ensure that you read the guidelines carefully to check that your application complies.

If you are successful you will be required to report to the funding body by a nominated date and provide a Project Acquittal'

Men's Sheds are encouraged to expand their fundraising strategies and not be solely reliant of community grants and/or government funding as the sector becomes more competitive for these limited resources.

A more detailed manual is available within the Resources section of the AMSA website.

Fundraising

Fundraising takes different forms:

- Manufacturing products within the Men's Shed for sale
- Conducting a 'garage sale'
- Undertaking regular fundraisers within the community such as BBQ's

- Nominating a major fundraiser each year such as a Bowls or Golf Day- invite businesses and community agencies to register a team and source donations throughout the community for prizes and an auction on the day
- Holding a major raffle to correspond with Fathers' Day or Christmas- make sure the prizes are substantial
- Undertaking projects for community agencies and services for a donation
- Seeking sponsorship from local businesses or service clubs- be prepared to attend as a guest speaker or invite them to your Men's Shed for a lunch/social event
- Always acknowledge the generosity of those who donate and contribute
- Ensure that you provide your local newspaper and radio station with stories of your planned activities and outcomes of your fundraising efforts.

A more detailed manual is available within the Resources section of the AMSA website.

Expos and Shows

- Local Expos, Markets and Shows are excellent opportunities to promote your Men's Shed. Set up a small stand and actively engage with the general public, hand out brochures, display and market your goods and use the opportunity to attract new members, product orders, donations or sponsors.
- Most event organisers will provide space at a limited to no cost for 'Not for Profit' organisations.
- Stay informed about local upcoming events by getting onto a Local Council mailing list or speak with the Community Development section of your Local Council.
- Ensure that you have organised a small tent/marquee, a table and chairs as well as plenty of marketing material and refreshments.
- Organise a roster for people to man the stand as they may sometimes be a 2 to 3 day event.
- Try to encourage as many members as possible to participate
- Hold Open Days at the Shed- invite the community to visit and promote what you do.

Comprehensive information is also available on some government websites to assist organisations access funding such as www.communitybuilders.gov.nsw.au; www.community.grantready.com.au

8. Planning for the Future

A well managed Men's Shed has made a commitment to undertake and develop Strategic and Business Plans. This ensures that it maintains a focus on its values, priorities, goals, the future and, most importantly, is able to remain financially sustainable.

The process has to be inclusive by involving not just the Management Committee but all stakeholders– members, supporters and the community.

A well managed Men's Shed also ensures that policies and procedures are in place and adhered to guarantee the appropriate management of the Men's Shed to minimise risk.

Processes, controls and reporting have to be well documented, transparent, and accurate.

Strategic Planning

What is a Strategic Plan?-The Strategic Plan has one major purpose – **to help an organisation do a better job.**

The strategic planning process requires that you respond to:

- Where do you want to go?
- What do you need to do to get there?
- What goals can you reasonably expect to reach?
- What objectives will allow you to know when you have met those goals?
- What broad strategies will allow you to achieve those objectives?
- How are you progressing along the way?
- What results have you achieved and
- Will they be delivered within the timeframes

The Management Committee is encouraged to collaborate and get members actively involved in the process.

A more detailed manual and policies and procedures are available within the Resources section of the AMSA website.

Business Planning

What is a Business Plan?- A Business Plan is not a Strategic Plan, although it does make up one component of the strategic picture.

The Business Plan should include:

- Goals
- Men's Shed strengths and weaknesses

- The opportunities and threats that are present
- Key objectives and strategies of your organisation

A good Business Plan will be underpinned by:

- A Marketing Plan
- Budgets
- Evaluation Plan

Each plan attempts to express:

- The outcomes that have to be achieved
- The steps that will be needed to get there
- The schedule/timelines for these to be done
- The people who will need to do them
- What they will cost.

A more detailed manual is available within the Resources section of the AMSA website.

Succession Planning

Succession Planning is nothing more than having a plan in place where a Men's Shed Management Committee identifies, assesses and develops new members to assume key roles within the Shed in the event that others may leave suddenly or no longer want to assume the role.

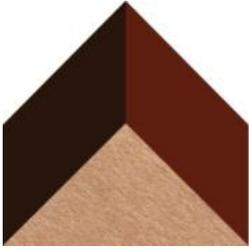
The need for Succession Planning is felt most when an unanticipated departure takes place at short notice. Succession planning is one of those initiatives that many companies or community groups do not start until it is too late – if you do not address succession planning now your shed may become very disorganised.

What are the key roles in your shed and who takes responsibility for the duties involved? This should already be identified in your Plan of Management but there may be a lot of smaller roles that fly under the radar and are not formally identified- they need to be.

Is there ongoing training being offered to members ensuring that the operations of the Men's Shed will not be in disarray if key people move on?

It is vitally important that Men's Shed records are maintained and filed effectively.

In the event of any change in key positions, there is a clear paper trail and record of the Men's Shed operations.



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