
INDUCTION CHECKLIST

- Minutes of Latest Meeting
- DALMG Development Plan
- Members – Who's Who
- Priority 3 Fund Explained
- Use of Credit Card Guidance
- DALMG Constitution
- Protocol for Agenda
- DALMG Complaints Procedure



**dundee association
of local management groups**

WHAT is DALMG?

We are a group of people who represent the Local Management Groups of all Community Centres and Projects across Dundee

WHAT does DALMG do?

- We work in partnership with Dundee City Council to improve and develop Community Centres and Projects across the city.
- We plan special Cultural and Social events.
- We support one another and share good practice.

HOW does DALMG RUN?

- We meet once every two months.
- 2 or 3 representatives from each Local Management Group along with their Centre Manager attend DALMG meetings.
- The agenda is drawn up by the office bearers and reflects the groups' issues.
- At the AGM we review our development plan, elect office bearers and enjoy a social evening.

DALMG Sub Groups?

We have 3 sub-groups at the moment which are always looking for new members with fresh ideas – these are:

- Cultural
- Marketing & Publicity
- Training

You must be a member of a Local Management Group before you can join a DALMG sub group.

WHAT is my ROLE?

- To commit to the group for at least 1 year.
- To represent your Community Centre and contribute fully in meetings.
- To make sure any items that are important are on the agenda.
- To feedback to your own Local Management Group what has been discussed at DALMG meetings.
- To give advice, share experiences and ideas for the good of all Community Centres.

WHAT is the COUNCIL'S Role?

- Each Centre Manager supports their Local Management Group which includes DALMG representatives.
- Senior officers of Dundee City Council may attend DALMG meetings to consult and discuss matters of common interest.
- Dundee City Council ensures all Community Centres are fit for purpose.
- Dundee City Council supports Local Management Groups to develop and sustain their individual and collective programmes.

