

# About your Group



## Book One

**A Resource Pack for Local Groups of Disabled  
People**

**Published by the BCODP**

The publication of this booklet was made possible by a grant from Charity Projects.

First published in 1997 by  
The British Council of Organisations of Disabled People (BCODP).

© BCODP

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without the prior permission of the publishers and copyright owners except for the quotation of brief passages by reviewers for the public press.

Composed by Equal Ability for BCODP  
Printed by Bailey & Sons Ltd., Somercotes, Derbyshire

## About this booklet

This booklet will not tell you *how* to run your group, or *how* to do things. It is designed to signpost you to the information that you need. It will:

- Give you ideas about areas you need to think about.
- Point you in the direction of books and organisations that may help. Some of these books *will* tell you how to do things.
- Fill-in some of the gaps that these books leave about being a group *of disabled people*.

While we were working on these booklets, we talked to many local groups of disabled people. They told us about the hard work and determination you need to succeed. This Resource Pack has been written to help you find support and information so that your hard work does not go to waste. We hope that you will find these signposts get you where you want to go a bit more quickly than you would get there without them!

*Full details of all books and reference materials mentioned in this booklet is contained in Resource Booklet 6*

# Introduction

## What this booklet covers

This booklet covers the basics of being a group

- Vision, Aims and Values
  - The Group's Name
- Structure and Constitution
  - Membership
- Officers and the Committee
  - Meetings
  - Information
  - Communication
  - Conflict

There are some good books that will help you understand more about these subjects. They are:

*Disability Awareness In Action, Resource Kit 4 - Organisation-Building* - Free.  
*Voluntary but not amateur* - Under £20.

*The Effective Trustee* - Under £10 for each part. (*Part 1: Roles and Responsibilities Part 2: Aims and Resources Part 3: Getting the Work Done*)

# **Vision, Aims & Values**

## **What you Need to Think About**

### **Your 'Vision' – *why* you exist**

A group is only a collection of people. They may come together to work for something, or just to support each other. It is important for the group to know why it exists. All the members need to 'share a Vision'. So you need to talk about it when you start up, and keep talking about it as you grow and develop. Your Vision can be just one or two sentences, such as "We exist to enable disabled people to have an effective voice in the local decisions which affect their lives". It's like going on a journey -if you don't agree why you are going, some of you might think you are going shopping, while others think you are on a cross-country run.

### **Your 'Aims' – *where* you are going**

On this journey, if you don't know where you are going, you are likely to end up somewhere else. You can change your ideas as you go along, particularly if you find there are real problems with the place you originally chose, *but the group must discuss and agree changes*. In this booklet we use the word Aims to describe where you plan to go. Your Aims will be things you can *aim* to do like "support people who represent our group in other organisations". These Aims will help your Vision become reality.

### **Your 'Values' - *how* you will work**

In any work they do together people need to have shared Values. This means that they agree *how* the group will work. What ways and means does the group feel it is *right* to use, in order to get where it wants to be?

If you believe in protecting the environment, you will use a bicycle on your journey instead of a car, or use unleaded petrol. People can get very frustrated if they see that a Value they really believe in has been forgotten. Equal opportunity is a Value many say is important but in groups struggling to survive, it is often overlooked.

As well as making sure the whole group knows *why* and *where* it is going and *how* it will get there, clear Vision, Aims and Values are important in other ways:

- They help you write your Constitution (see section on Structures)
- They help you stop anyone sending you off track, or taking advantage of you for their *own* ends.
- If you are clear about your Aims, all new projects can be 'measured up' against them, and it will be much easier to say 'no' to a project that does not fit.
- They give you something to measure your success against.
- The Local Authority might try to turn you into a "tame" user group for its own ends.



*The local authority might also try to turn you into a "tame" user group*

**Books and Organisations That Might Help**

**Just about managing – chapter 8**

**DAA Resource Kit 4**

**Your local CVS may be able to recommend a facilitator**

**Full details of Books & Organisations can be found in Booklet 6**

## **Important Points about Vision, Aims and Values for Groups of Disabled People**

- There are a lot of books and other resources around that will help you work together to develop your Vision, Aims and Values. Some ways of doing it take a lot of thinking and talking, while others are more active, getting you to create a picture or model of your Vision. When you choose how your group will do it you need to think about the access needs of your members. Some may find thinking hard while others will feel awkward doing active things, or not be able to do them without support.
- Equal opportunity for everyone is an important Value, but it is not easy to achieve. You have to keep working at it. Even Equal Opportunity Consultants find it difficult! This does not mean that your group cannot be for a particular section of disabled people, such as disabled women or young people. But you should still give equal opportunity to all people within that section, whatever their impairment, race, sexuality and so on.
- It is useful to have someone who comes from outside the group, sometimes called a facilitator, to help people to talk about their ideas. A facilitator can help everybody have an opportunity to say what they want to. Make sure that the facilitator understand the access needs of group members (for clear speech, large print and so on). Another local group of disabled people may be able to provide or recommend a good facilitator. When you work out your Vision, Aims and Values, remember that
- Group members' understanding and experience of disability is very important. There are very different ways of looking at disability (see Booklet 4). Many disabled people have not had the opportunity to learn about them. You may find that your group's way of looking at disability is one of the first Values you need to work out.





© Juliet Breese 97

- Each year, a group should look honestly at what it has done and how this has helped its Vision. Don't forget to celebrate your achievements however small they seem ...

# **The Group's Name**

## **What You Need To Think About**

### **What does your name tell people?**

The name of your group is probably the first thing, and may be the only thing, people outside the group know about it. The general public, if they know about the group, will know the name, and it may give them a picture of what the group is about. A name can tell you a lot about the group, like the Disability Information Forum, or absolutely nothing, like Newtown Outlook.

### **Using your Vision**

Before you choose your name, it is useful to have worked out the group's Vision (see the first section in this booklet). You may then be able to agree a name that tells people about your Vision. For instance, if your aim is to help disabled people in your area achieve equal rights then you could include "equality" or "rights" in the title.

### **Choosing the name**

Choosing a name is not easy. Some organisations go for a simple name like The Anytown Coalition of Disabled People, while others try to find a name where the first letter of each word spells another word. But you need to make sure it is a useful label for you, for example Disability Advice For Toytown would be D. A. F. T!

## **Important Points about the Group's Name for Groups of Disabled People**

- It is important, in your name, to make sure that you do not use in it words which the group would not feel are acceptable. You also need to consider what disabled people *outside* your group might think. For example, many disabled people find the word 'Handicapped' unacceptable, and even if your group is happy with it, it may send out the wrong messages to others you would like to join you, or organisations you want to influence. Some names can give the impression that we are not really people, like 'The Disabled'. As your group is to be controlled and run by disabled people, you might like to try to make this clear in the name, and not sound as if it is *for* disabled people.
- You also need to think about what other groups in your area are called, and the work they are doing. Two groups with similar names might be confusing for disabled people, funders and so on. If you intend to register as a charity or as a limited company, you need to make sure the name you choose is not the same as, or too similar to, the name of any other charity or company which is registered. It is sensible if you intend to register, to check with Companies House and the Charity Commission (details in Booklet 6) before you decide on the name so that you do not have to change it when you register. People only get confused by that.

# Structure, Status and Constitution

## What You Need to Think About

### What Structure?

There are several structures for groups. The best structure for you depends on why you exist. If you exist to give each other support and swap ideas, you may not even need to consider a formal structure. You can be a 'loose network' of people interested in a subject, such as the way disabled people are represented in the local press. But if you have Aims for the group which mean you will need to raise money and take on joint responsibilities – anything from booking meeting rooms which have to be paid for, to employing staff – you will need to have a formal structure.

### Formal Structures

The two main formal structures for voluntary groups are “*an unincorporated association*” and “*a limited company*”, normally “a company limited by guarantee”. Most groups start as an unincorporated association. There are fewer official rules to obey. But as your group grows, you will need to think about becoming a limited company, because it can give your members more financial protection.

### What Status?

Once you have decided what structure your group will have, you will need to decide on your status. Will you register as a charity? This has benefits, mainly for tax reasons and for getting funding, but it also means a lot more rules to obey, and probably extra costs.

### Charitable or Not-for-Profit?

Some groups choose to be a “not-for-profit” organisation instead of a charity. This means that they can pay anyone who does any work for the group at a reasonable rate, but no one takes ‘profits’. If there is any extra money, it goes back into the group's work. The Charity Commission has a legal right to make groups with Aims that it thinks are ‘charitable’ to register as a Charity. So if you don't want to, you need to make sure that at least one of the Aims in your Constitution is definitely *not* charitable, and you should take advice on this.

## A Constitution

A Constitution is a legal document. It is the agreement between the members that sets out what the group is, what it can do and some basic rules on how it should be run. It is important to get the right things in your Constitution. You need to be clear about what you *can* do, and what you *must* do. This is because if the group does something that is not covered in the Constitution, or it is covered in the wrong way, it may be against the law. Then the individuals involved may find they have to pay for what has been done from their own pockets. Some of the books we have suggested not only explain how to go about writing your Constitution, they also give you samples. Remember these are important decisions which will affect the group legally.

Books and Organisations That Might Help  
DAA Resource Kit 4  
Voluntary but not amateur – chapter 1  
The Effective Trustee – Part 1  
ICOM

Full details of Books & Organisations can be found in Booklet 6

## Important Points about Structure

### Status and Constitution for Groups of Disabled People.

- Don't be tied down by common ideas about groups. A group can be whatever you want or need it to be. For instance you don't ever have to meet face to face. Although, if you decide to be a limited company, you will probably have to meet face-to-face once a year for your AGM. It is useful to talk to someone who understands about groups like yours - perhaps another group which has been going a while. Specialist advice on your Constitution may be fairly easy to get from another local group of disabled people, your local CVS or a local solicitor, or even one of the national organisations suggested in Booklet 6. But beware, few people *really* understand the additional issues for local groups *of* disabled people -even if they say they do. Don't be afraid to question things, and talk to BCODP for additional contacts in your area.
- Charity is something the Disabled People's Movement is trying to get away from. We want "Rights Not Charity". You need to think carefully about whether to become a charity or a not-for-profit organisation. You have to weigh the benefits of being a charity against its negative image. No one can make the decision for you -it is hard. Talk to other organisations like BCODP who decided that they would register as a charity, and Greater Manchester Coalition who decided not to.
- If you are *not* a limited company and something goes wrong, even if it was no one's particular fault, *every* member could be legally responsible to pay a part of the bill. This is a *very serious* consideration for disabled people, who already have to meet the additional costs of being disabled. Being a limited company will make sure that if something goes badly wrong, what people have to pay is limited -normally to £1. But it does not protect anyone who has done anything illegal.



# **Membership**

## **What You Need to Think About**

### **Who are your Members?**

Who are your members? You have legal responsibilities to your members, and if you have too many who are just 'on the list' it can waste time, energy and money. A group must keep its members informed, and consult them on important decisions. Members need to 'sign up' and perhaps even pay a small membership fee. The law says that a limited company must keep a register of its members. Some groups consider everyone on their mailing list is a member. If you do this you assume everyone *wants* to be a member, with the commitment that needs -although they may just want to receive your mailings!

### **Encourage Members**

Members need to be clear what your group offers them, and what you expect *from* them. If you make it clear what needs to be done, it is fair to expect members to do something towards it. How much they can do will depend on their own resources -time, energy and money. People often need to be encouraged to get involved. Members may not know what needs to be done in the group. Offer them ways of becoming involved, with any training and support they might need.

### **Keep Records**

Keep good records of your members so you can contact them. You *must* do this if you are a Company. If the records are on a computer you must register with the Data Protection Registrar. You need a way of checking your list, and removing people who no longer take part in the group. You also need to be clear who can and cannot see your list and how it will be used. Having a policy will help.



## **A Common Experience**

It is very important that groups welcome as members people who experience discrimination for more than one reason. When looking for members think about how you might reach, for example, Black disabled people, Lesbians and Gay men, or young people. We have a common experience in disability discrimination but we can also learn a great deal from each other through our difference.

## **Important Points on Membership for Groups of Disabled People**

You will not find the people you want as members in only one place. You will probably need lots of different ways to reach them. Don't make assumptions about what people will know about the group. If you want your group to be open to all disabled people, put your publicity in places where different groups of people will see it, for instance, Asian women or young white men with learning difficulties. Try some unusual ways to contact people - handing out leaflets in a particularly accessible shopping centre, putting an article in your local talking newspaper, contacting minority ethnic groups which are not disability groups to see if they have ideas. Social Services keep a register of disabled people in the area. Ask if they can send out a letter for you - they won't let you use the list because of confidentiality. But beware, the lists are often out of date.

Don't expect *too much* from your members. The temptation is, once someone gets involved, to give them more and more to do. Many disabled people have more time than energy - respect that.

Keeping good membership records will help you to make the most of your members' skills. You can have a system which notes down any particular things a member has offered to do or has special skills for. This could be anything from occasionally stuffing envelopes for a mailing to understanding complicated financial figures. Good records show that you know who your members are, and that you keep in close touch with them. They can help you to be taken seriously as a group.

You need to be very clear in your Constitution about the role, if any, of non-disabled people in your group. Can they be full voting members? If so, how do you make sure control is in the hands of disabled members? It is not as easy as

it may seem to get the right balance. See Booklet 4 and talk to BCOOP member groups to find out what they have done.

Books and Organisations That Might Help  
DAA Resource Kit 4  
Voluntary but not amateur – chapter 2  
Data Protection Registrar

Full details of Books & Organisations can be found in Booklet 6

# **Officers and the Committee**

## **What You Need to Think About**

### **The Committee**

There are some important decisions, like changing your Aims, which need to be made by all the members of your group. But your group cannot be run by all the members all the time. Groups normally have a committee to take the day-to-day decisions. It might be called a Management Committee or an Executive Committee or even a Board. They are just different names for the same thing. What your Committee does will depend on what your Constitution says it *can* do, on what members have together decided it *should* do, and on whether the group employs staff to manage the work.

### **The Officers**

Groups usually have a number of Officers. Sometimes they are called 'Honorary' which just means they do not get paid to do the job. The group will probably need at least a Chair to run meetings, and probably a Vice-Chair as well, a Treasurer to look after the money, and a Secretary to keep records of what the group decides to do.

### **How Many?**

Your Constitution will set out what Officers the group will have, how many Committee members there will be, whether the Officers are automatically members of the Committee, and how everyone is chosen. There is no one right way to do all this, and you need to work out the best one for your group.

### **Meetings**

Committee meetings should take place regularly, although not necessarily often. How often that is, will depend on what the group is trying to do, and what other arrangements it might have for making decisions. An Officers' Action Policy might set out what types of decision the group's Officers can make between meetings.

## **Making Decisions**

If people aren't clear who is doing what it can lead to disagreement. The Committee as a whole has certain jobs it must do, and so does each Officer, and each individual Committee member. There are also some decisions they can take, and some they can't. It is particularly important to be clear if you employ staff, because they take on some of the jobs which the Committee or Officers would have done.

## **Training**

Don't forget to train your Committee! Committees need to learn how to work well together, and sometimes they need outside help to do this. Find ways of giving experience and training to existing members of your group so they can learn how to do Committee jobs.

## **Co-opting In**

A group needs a Committee with the right skills to run it. Sometimes you may need to bring someone extra in who has the skills you need. It is a good idea if your Constitution allows the Committee to 'co-opt' people. This means that you invite them to join the Committee rather than waiting to vote them in. Often groups have trouble finding people for their Committee and Officer jobs. Co-opting can be a good way of letting people get used to the Committee so that they can see if they want to be voted in.

## **Plan Ahead**

If you need new Committee members or Officers, you can go out and find someone for the job. It is better, though, to plan ahead. Your members will already be committed to your Vision, Aims and Values.

## **Charity Law**

There are some things that Committee members and Officers cannot, or should not, do. These things don't have to be related to their job in the group. Most importantly, if the group is registered as a charity, Committee members, including Officers who are members of the Committee, can *only* be paid their expenses. They cannot be paid for any work they do for the group, even if it is

something they do for their paid work and so should be paid for. You can only pay a Committee member if you get written permission from the Charity Commission, which is not something they often give.

## **Important Points about Officers and the Committee for Groups Of Disabled People**

- Some people would be very good at a job like Chair but they just don't have the energy to do all the job. You should be prepared to consider two people job-sharing, being Co-Chairs. Some groups choose a Chair just for one meeting, so the responsibility is shared.
- Disabled people often haven't had a chance to develop the skills needed to run a group, or the confidence to use them. 'Shadowing' can be a very good way of dealing with this situation. Someone shadowing will work alongside the person whose job they need to learn, find out what it is all about and perhaps try doing some of it.
- Even if they legally can, most groups don't have the money to pay Committee members and Officers. But there are other ways of rewarding people. Making sure people have the right tools, computer or whatever, to do their job is another way. Giving people training to do their job may benefit them outside the group too. And if money is *really tight*, don't forget a genuine 'thankyou' said at an appropriate moment goes a long way and is something many groups overlook.
- Yours may be the first group which disabled members have had a real opportunity to be involved in. Often the groups we belong to are controlled and run by non-disabled people. You need to make sure that everyone understands how the group works, what their part is in voting and so on, and how they can get elected if they want. This may take time, and some people in the group may be better at explaining things than others. Work out a way of making sure everyone has an equal opportunity to be involved in the running of the group if they want, and the information they need to make that choice.
- Most groups find that people who take on jobs in the group find there is more work to do than they expected, especially if a group is growing. Some people find it hard to say they can't manage everything. This may be especially true for some disabled people because we have had it

drummed into us that we have to try hard. Also, it may be hard for someone to understand that it is the workload in the job and not *them* that is at fault.



*...there is more work to do than they expected*

Books and Organisations That Might Help  
Voluntary but not amateur – chapter 2  
The Effective Trustee – Part 1  
Just About Managing – chapter 2  
Full details of Books & Organisations can be found in Booklet 6

# Meetings

## What |You Need to Think About

### Running Meetings

There is an art to running meetings which achieve something. Not many people are naturally good at it - even if they think they are! The effectiveness of a group's meetings can certainly be improved through training. Some constitutions contain details of how parts of certain meetings *must* be run, especially if the group is a limited company. Groups often have Standing Orders which set out how a meeting should be run - these do not have to be complicated.

### Public Meetings

This kind of meeting is often called by a few people interested in trying to start a group, to see if there is public support. The meeting can elect a planning group, often called a Steering Group, from people who attend the public meeting. This Steering Group then works out how the actual group will be formed.

### Annual General Meetings (AGMs)

Most groups must hold an AGM so that they can do what their constitution, or company or charity law requires. At its AGM a group looks back over what it has done in the past year, approves the annual accounts, appoints an auditor if they need one, holds committee elections, and so on. Even if they are not required to, it is a good idea for every group to hold an AGM. This gives members a chance to hear what the group is doing and ask questions.

### Special Meetings

A group might need to hold an 'extraordinary general meeting'. This is a meeting for all members to make a decision which the committee cannot legally make or which the committee feels is important enough to make sure everyone



has their say. A group might also want to hold an open meeting to allow not just members, but other people to discuss a particular subject.

## **Important Points about Meetings for Groups of Disabled People**

- Some people think you cannot be a group if you don't have regular meetings where everyone comes to the same building. That is not true. A group can 'meet' by telephone, letter, fax, e-mail. Whatever way suits the members and their needs. One of BCODP's national member groups, whose members find travel particularly difficult, 'meet' by telephone conference.
- Making sure everybody has equal access at meetings is very important. Not everyone is used to meetings or comfortable with them. Some of the points you might consider are:
  - sending papers out in good time before a meeting, in whatever form is best for them (tape, large print and so on) so people have time to understand them
  - providing support for people who are new to the group or the particular meeting, perhaps having someone who 'knows the ropes' go through the agenda (a list of things that will happen at the meeting) beforehand if they would find that helpful
  - being clear about people's access needs before the meeting *by asking them* so that you reduce the chance of stressful problems on the day
  - having a good number of breaks during a meeting for people to take a rest
  - for some concentrating for long periods is hard, for others sitting in one position for long is not good.
- For very good reasons, some disabled people cannot always make meetings. Some people might never be able to get to meetings. Be sure that you don't discriminate against these people. Work out a way of keeping them up to date with what is going on, and giving them their say.
- Perhaps before you organise a meeting you could ask yourselves "Do we really need a meeting? What do we need to get done? Is there another way to do it?". That way, you will save a lot of time, energy and money.

**Books and Organisations That Might Help  
Better Meetings**

Full details of Books & Organisations can be found in Booklet 6

# **Information**

## **What You Need to Think About**

### **Control It**

Your group will get a lot of information, even if it is not running an information service. Some of it you will need to keep and use, and some you will need to share with your members and others. If you don't take control of this information, it will control you. Precious time, energy and money will be wasted keeping or just looking at information you don't need. And you may still find that you don't have the information that you actually need.

### **Filtering**

In order to 'manage' the information that does come in you may need to do a number of things. First of all, work out what information you really need. How much you keep may depend on how much space you have available. Look at ways of 'filtering' what comes in -for instance, "We won't keep any catalogues we haven't asked for". Be clear who needs what information - perhaps everything relating to finance goes immediately to the Treasurer. Decide how long you will keep each type of information -papers about a finished project might be kept for three years and then the committee will decide whether they need to be kept any longer. Be sure that more than one person knows where information is kept. Someone may not be with your group forever!

### **Making Sure People Get It**

If it is important that people receive information, make sure they get it. Don't forget the information needs of people who are not regularly at meetings, or in the office. And don't assume that people will automatically pick up information that is for them.

### **Confidentiality**

Some information must not be made available to everyone because it is private. A group needs to have a Confidentiality Policy so that people know what information should not be available to everyone and who can use it and for what.

## Important Points about Information for Groups of Disabled People

- Information is power. A group of disabled people is in a better position to get information that is usually kept away from individual disabled people.
- Information is essential to enable people to make their own decisions. Often information is kept away from disabled people. Your group needs to work hard to make sure that it does not keep information from people because you don't understand their access needs, or do not think they are a high priority. This is particularly true when resources are scarce. We have a responsibility to give people equal access to information, whatever their needs.



*Information is essential to enable people to make their own decisions ...*

# **Communicating**

## **What You Need to Think About**

### **Internal Communication**

Internal communication takes place between the different sets of people who make up the group -the committee and officers, the staff, the members, and the volunteers. Good communication is essential between the people in each set - committee member with committee member, volunteer with volunteer, and so on. But each set must also communicate well with the other sets -committee with members, staff with volunteers, and so on.

### **External Communication**

External communications takes place between anyone involved in the group and anyone outside it. You need to communicate well with your funders, with other groups working in your area, with the media and the general public, with people who might become members, with the local authority and so on.

### **Two-way Communication**

*Remember* good communication is two-way, and it doesn't just happen. It is no good just listening, or just talking. You need to know what you are listening for, and why you are talking. You need to understand what people want from you, and what they think of what you are doing, for instance. You also need to be able to get across to other people what you want of them, and why you want it, for instance.

### **A Policy**

Because good communication doesn't just happen, a clear policy will help you achieve it. The policy says who needs to be told what, and how they are to be told. For instance, you could list what reports the officers need to give at each Committee meeting, or what you will make sure members are told about in a newsletter.

## **If you do not communicate**

If you do not communicate well, you may find that:

- the group does not achieve its Aims
- people do not share the group's Vision and Values
- you plan badly or fail to make good policies
- people do not understand what they are told
- group members, funders and others do not understand what affects the way the group works
- things like the benefits system
- you make decisions that are not effective
- people do not know where their jobs stop, and other people's begin

## **Important Points about Communicating for Groups of Disabled People**

- Skills of good communication don't come naturally to most people. Some pick them up through life's experiences. But some disabled people have not had the opportunity to have those experiences, so they may not have the skills.
- Because of the barriers disabled people face in the education system, many of us do not have the basic skills which we need to use for good communications. For example a 'special school' survivor may not feel happy writing things for other people to read.
- Disabled people have different access needs. We need to keep thinking about communication if we are going to get it right. If we use words that are difficult, sayings that do not easily translate into sign or another language, or examples from our own culture, we will not include everyone.

# **Conflict**

## **What You Need to Think About**

### **What is Conflict?**

Many people want to avoid conflict. But conflict does not necessarily mean anger or aggression. If it is handled well, a group can make good use of it. Problems or misunderstandings that stop people getting on with the work of the group can be brought out into the open and dealt with. If you always agree to do the same thing you may miss a new possibility that would be better. But it can be very uncomfortable, and there can be conflict, when someone first suggests things you thought were agreed might be done another way.

### **Handling Conflict**

A group needs to learn to handle, and make the most of, internal disagreements between members and the committee, officers and staff, or whoever. These might be over a policy or procedure, or they might be personal.

Books and Organisations That Might Help

The Effective Trustee -Part 3

Just about managing -chapter 18

If they haven't heard it, you haven't said it! Just about managing -chapters 4 and

6 Just about managing -chapters 6 and 21

*Full details of Books & Organisations can be found in Booklet 6*

## Important Points about Conflict for Groups of Disabled People

- Some disabled people will see the importance of your group and join. It may, however, be very difficult to get them to really understand the Values of the group. We, as disabled people, do not escape the images and assumptions society has about disability. Group members must not assume that all disabled people see things the same way as they do.
- Power plays a part in any conflict. Disabled people are often in a position of powerlessness, because professionals and others have power over our lives. So we may need to learn how to use power in the best way for the group.



© Juliet Breese 97



Illustrations by  
**Juliet Breese**  
Disabled Artist  
Fax only 01706-812190

Design and Layout  
**Crippen**  
Disabled Cartoonist  
Tel: 0976-523990

The artwork in this booklet has been produced by disabled artists Dave 'Lupton (Crippen) and Juliet Breese working together. As with all of our work it carries a copyright. However, we're happy to let any organisation *of* disabled people use our work to fight for disabled people's rights. Of course you will also need to check out with BCODP, if you want to reproduce any of these illustrations.

Text researched  
and written by  
**EQUAL=ability**  
Tel(voice & text) 01924- 270335

Equal Ability would like to thank the Project Support Group  
and all the groups and individuals who have helped to put this  
Resource Pack together.

This booklet is one of six that form  
the BCODP Resource Pack  
for Local Groups *of* Disabled People

Booklet 1 - About your Group

Booklet 2 - The Environment

Booklet 3 - Money, Workers & other Resources

Booklet 4 - The Disabled People's Movement

Booklet 5 - Training

Booklet 6 - More Help and Information

This BCODP publication was funded by Charity Projects