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| Management, governance and finance | Improving care and providing support |
| * Do we have a robust system for agreeing/processing grant requests?
* Do we succession plans? Are they robust?
* Do we have a strong Committee structure? E.g. enough people/clear roles and responsibilities
* Do we have regular meetings at times to suit Committee members?
* Do we keep notes effectively? Do we use the Volunteer Portal?
* Do we send copies of papers to the ASC and National Office?
* Do we receive regular updates from National Office?
 | * Do we have a good relationship with existing AVs? With the ASC?
* Do we have enough Support Volunteers (e.g. AVs)?
* Do the Support Volunteers have a good relationship with the ASC?
* Is there an AV Coordinator?
* Do we have Support Meetings for people living with MND?
* Are Support Meetings regular? Well organised? Well resourced? Well attended?
* Do we have good links with local Health and Social Care professionals? Do we have a clear understanding of what is available locally?
* Do we have meetings for Carers and/or other people affected by MND?
* Do we have meetings for bereaved Carers and/or other people affected by MND?
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| Communication and engagement | Funding and promoting research |
| * How do we advertise Support Meetings? Are reminders sent out?
* Are locations, times and venues of Support Meetings suitable for people living with MND?
* Do we have or need a branch/group leaflet? Social media? Website? Newsletter?
* If so, do people engage with our leaflet/social media/website/newsletter? Could we increase engagement? Who is responsible?
* Do we use RightMarket (templates)?
* Do we have or need a branch contact?
* Do we have or need a volunteer dedicated to publicity and local media?
* Have we submitted articles to local or national media this year (internal/external)?
* Do we have a public speaker if needed?
* Do local people living with and affected by MND know where and how to get support?
 | * Do we promote research opportunities?
* Do we know how to access information about current research opportunities?
* Do we fund research?
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| Fundraising | Campaigning and raising awareness |
| * Do we have a fundraising plan? What types of fundraising do we do?
* Do we consistently raise enough to meet the running costs of the branch?
* Do we have a good relationship with the Regional Fundraiser?
* Do we have enough people involved in fundraising?
* Do we engage with local business to raise funds?
* Do we know who our local fundraisers are?
* Do we advertise fundraisers widely?
 | * How do we engage with Association campaigns?
* Do we have a Campaigns Contact?
* Do we have good links with local MPs/councilors?
* Do we attend or hold events to raise awareness?
* Do we link with external bodies to raise awareness of MND and the branch? E.g. business/universities/other charities
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