**Organisational Structure Template**

What you need to say about the organisational structure of your social business depends very much upon the business model and how it is to be governed. Feel free to customise this template to suit.

Note that it is entirely possible that some people within the business will have several roles and will be named more than once below.

**Management functions**

Edit the list of functions below as appropriate for your social business. Say who will carry out or manage these functions, or how they will be recruited or subcontracted. If any of these functions have internal structure (e.g. regional marketing), describe those structures.

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| --- | --- |
| **Function** | **Management, structure** |
| Company/Society secretary |  |
| Operations |  |
| Customer care |  |
| Bookkeeping |  |
| Financial control |  |
| Social accounts |  |
| Marketing |  |
| Human resources |  |
| Quality control |  |
| Product development |  |

Those responsible for managing these functions will report to a Board of Directors, Management Committee or Board of Trustees (as appropriate) – made up of people with director level legal responsibilities. What will yours be called?

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Who will make up the first Board of your social business? Specify if they will be representing another corporate body or a community group.

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| --- | --- |
| Board member | Representing |
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|  |  |
|  |  |

**Governance**

The Board will report to the members or owner(s) of the business, who will be responsible for setting strategy and policy. Do you refer to this group or individual as the Members or the Owner(s)? Specify as appropriate:

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Use the space below to describe the governance and ownership of the business in more detail. For example:

* How democratic is it?
* Is it one member one vote?
* Is it one share one vote?
* How are community interests represented in governance?
* Are all the members also directors (a collective)?
* Are there higher and/or lower levels of ownership, as in a franchise system?

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**Membership**

If your social business is membership based, what are the criteria for membership?

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Are there different categories of membership, for example:

* Probationary membership
* Associate membership
* Different categories of membership for different stakeholder groups?

If so, describe the categories:

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Will all employees have a right to membership?

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**Co-operative**

Will your social business be a co-operative?

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| --- |
| yes/no |

If so, what type of co-operative will it be?

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What advantages will the application of co-operative values and principles confer on your social business?

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Do you need more information about co-operatives in order to answer the questions above?

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| --- |
| yes/no |

**Partnerships**

Will your social business need to enter into (a) partnership(s) with (an)other organisation(s) in order to operate? If so, give the detail here:

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**Shareholders**

Will your social business raise capital by selling shares? If so, describe the share scheme here:

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**Employee buy-outs**

Is your social business an employee buy-out of an existing business? If so, describe all the processes involved here. Be sure to include:

* History and context
* Progress to date
* Financial modelling
* Any employee share scheme being considered
* Consultancy and specialist services obtained and required
* Projected timescales

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