



PD 13

Board and MAC Local Group Contact Guidelines

Each Board or MAC Member has initially been requested and tentatively agreed to contact several Groups around the country, especially in their geographical area to help spread the messages from SGUK and to report back with input from these Groups. This is in addition to the Group that any are members of

The general guidelines are:

- To make regular contact by phone and/or e-mail with at least one Committee member/Officer of the local Group at approx. monthly intervals but with no more than 2 monthly gaps
- To visit the Group at one of their meetings, possibly once per year as a minimum
- On invitation only to attend the Group Committee meetings
- To report back at each Board or MAC meeting some information about each Group in their portfolio
- To encourage a wider communication between Groups in a 'region'
- To encourage members of one Group to visit a neighbouring Group
- To help promote HRAW/LOCHER or other campaigns
- To offer a talk/update on HRAW/LOCHER or other aspects to each Group
- To encourage joint activities between Groups
- To encourage Groups to enter for any or all of Awards
- If requested to provide some guidance to Groups with the Awards process
- Where possible avoid duplicated effort within a geographical area unless this is requested
- Look at Local groups where no one has representation and see if you could provide assistance
- Keep the Secretariat informed of the groups you are in contact with so lists can be maintained