

## A guide to Group communications

Who do I contact about committee business?

- For an action point, idea or discussion point, contact the rest of the committee via email or in person at meetings.
- For any queries about process contact ClfA Central via email or phone or, for a key discussion or advice, invite a ClfA staff rep to a meeting.
- For informing group members about committee business, contact via ClfA Central.

What do I contact group members about & how?

- To inform group members about committee business/AGM/key issues in the area/CPD events/policy advice.
- To gain advice from group members about consultation responses/surveys.
- Contact through ClfA Central via newsletters/ committee updates/ AGM notices or nominations/ circulars/ events.
- Contact through social media independently by groups & used sensibly. ClfA Central can retweet. (See social media policy GT3.3a)
- All emails are sent through Mailerlite either within the text or with links to documents or the group's webpage.

What do ClfA Central request from us?

- Requests are made via email to the whole committee or the officers.
- Annually – budget requests for committee travel, AGM committee information for nominations, Advisory Council reps, Annual Report contribution and updates to groups' webpages.
- At least 6 weeks before an event – event budget request form & budget spread sheet (If no money needed we still need information to set up bookings & advertise in good time).
- Ad hoc – contributions to consultations (5 committee members to agree on a response) / advice for group member queries.
- Attendance at Groups Forum meetings (twice a year).

What is my role in committee communications?

- Chair – ensures committee is in contact with ClfA Central & group members & that they respond to consultations/ queries from group members
- Secretary – As Chair plus arranges committee meetings & AGM and writes the Annual Report
- Treasurer – As Chair plus submits annual budget request & event budgets
- Ordinary Committee Members (OCM) – Assists the officers with communications to group members eg compile newsletters/ updates, run social media, run events and attend Groups Forum.
- Advisory Council rep – reports feedback from AC meeting to committee and committee comments/advises on topics discussed.