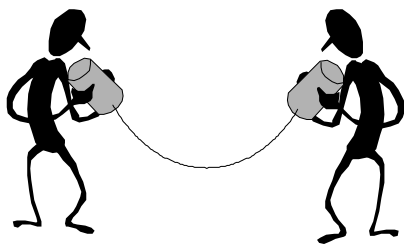


4 - Working Together

This section includes tips on
delegation,
planning,

using email,
keeping your group inspired
and working with other campaign groups.



Delegating

- ◆ **Divide up tasks so that you can work more effectively as a group** - You can assign people different roles e.g. Publicity, but you'll also need to be flexible about who does what. If you're planning an event, ask people to volunteer to take on different tasks.
- ◆ **If people feel that they have a say in the running of the group**, they will become more committed and more likely to take on some of the responsibility themselves. Make sure everyone's involved in decision making.
- ◆ **Ask people to volunteer at meetings** rather than using email - you'll get a better response.
- ◆ **Delegation will allow you to avoid your group collapsing** if key members leave - by sharing out your skills.

Using E-mail

- ◆ **Share an announcement list with other campaign groups** - you will reach many more people.
- ◆ **Consider having two or three different email lists** - It's useful to have a general email list which only one or two people can post to which gives general details of your group's meetings and events. You'll also need a planning list, which will be for members who are more involved in running the group and who will receive more frequent and detailed emails. Remember to include details of how people can unsubscribe at the bottom of each email, so people can remove themselves if they want to.
- ◆ **Email is a useful tool to remind people about events and meetings** - Use the subject header to make it obvious what the email is about and use coloured text etc to make your emails more exciting! Make your emails clear, concise and use inspiring, active language. Briefly list your upcoming events and then go into more detail so it's easy for people to see what the email contains.

Planning

- ◆ **Have a meeting at the start of each term** to plan what events and actions you will have, and draw up plan of when they will be organised.

- ◆ **Make an overview of the whole year** so that you can plan long-term for your committee handover and important events such as World AIDS day.
- ◆ **Don't be too over-ambitious** about what you can achieve! Equally don't underestimate your talents, particularly if you link up with other societies.

Keeping Your Group Active And Inspired!

- ◆ **Plan regular socials**-you could appoint a social secretary!
- ◆ **Sign up some enthusiastic people to be 'reps' for their college or hall of residence.** They can be in charge of putting up posters etc and be a contact person.
- ◆ **Make sure that you are welcoming throughout the year** - remember to chat to newcomers - It may feel daunting for them if they come along to a meeting mid-way through the year!
- ◆ **Plan a mixture of events and activities** –e.g. video nights, meals out, house parties, socials to the pub after meetings, banner-making meetings etc.
- ◆ **Get involved with national Campaign events** –e.g. World AIDS day and the Speaker Tour-they will be a great chance to be inspired and to network with other Student Stop AIDS groups.
- ◆ **Invite a speaker** to come to talk to your group or do an interactive workshop.
- ◆ **Come along to the campaign training day** to learn new skills and develop existing ones.
- ◆ **Make full use of the resources available to you** (see Campaigns page on SPW website) so that you are informed about the issues you are campaigning on.
- ◆ **Share your knowledge** with the rest of your group-for example if one of you is an ex-SPW volunteer, they could use a meeting to talk about their experience of taking part in a Health Education programme.

Working with Other Groups

- ◆ **Develop links with other campaign groups** – Organise joint events, talks or video nights. Link in with wider events such as One World Week and with your Students' Union's campaigns e.g. develop links with the Welfare Officer/Women's Officer. As mentioned earlier, **use joint email announcement lists** to reach the maximum amount of people.
- ◆ **Identify who are the student reps for the groups we are working with on the campaign, so that you can start working together.** The groups we are working closely with are: MEDSIN (Medical Students International), UNYSA (United Nations Youth and

Student's Association), P&P (People and Planet), ActionZone and NUS (National Union of Students). It's worth doing this as early as possible!

- ◆ **Actively support related events run by other groups** and thank them if they help you out - this will benefit members of your group in the future!!
- ◆ **Try contacting particular student societies** and groups such as Development Studies students who you can link up with.
- ◆ **Ask lecturers to announce your meetings or events** in lectures or via e-mail, especially to students on relevant courses, such as Medicine. Alternatively, do an announcement at the beginning of relevant lectures yourself, making the most of your captive audience.
- ◆ **Table a motion at your Students Union** to raise awareness about the issues you are working on. If it is successfully passed, you might be able to get more help from your Students Union. For example, you could nominate the Campaign as a charity to receive a donation from your Union.
- ◆ **Students Unions often provide money to pay for societies' costs** e.g. speaker's expenses (this highlights the importance of registering as an official society). You may also have access to benefits such as photocopying facilities. Contact your Union and take advantage of what they offer - such as including information about your society in the Freshers handbook.
- ◆ **Think about ways in which you can work together** –e.g. Organise a music night where proceeds are split between different causes and each society has a stall with more information.

Meetings

Hints to make your meetings memorable!a bit obvious but worth thinking about!

- ◆ **Think about different structures for meetings** - e.g. split up into groups to discuss planning for a special event – **and decide what are the main points you need to discuss.**
- ◆ **Choose your venue carefully** - a lecture room may be a good choice - but you'll need to push back the tables to create some space.
- ◆ **Sit in a circle so that everyone can face each other**-you can then form into smaller groups if you want.
- ◆ **Start meetings with an update** of your progress since the last meeting to encourage you! Discuss you main points, and then **ask if anyone has other issues they want to raise.**

- ◆ **If people are reluctant to contribute** to the discussion, try going round the circle so that each person makes a point in turn - a good idea if one or two people are dominating the discussion!
- ◆ **Some groups use agendas and take minutes** - you may decide you don't need them - but they can be useful, for example you can include the agenda in your emails so people know what's going to be discussed.
- ◆ **At the end of meetings**, discuss how you could improve them, sum up what's been agreed and what tasks each members of the group has agreed to take on.

How to organise a successful Talk!

- ◆ **Find a speaker!** Call us on 0207 222 0138 for some suggestions!
- ◆ **Invite your speaker well in advance** so that you (and they!) have time to prepare. **Explain why you are contacting them** and what your group will gain from their visit.
- ◆ **Ask your speaker if they expect you to pay their expenses** -and work out if your group can afford this!
- ◆ **If you are approaching a speaker from an organisation**, contact the organisation and ask who is the most appropriate person for the particular issue you are interested in.
- ◆ **If they accept, thank them and send them the details of the event** - such as the date and time, directions, the length and format of the talk, the number of people you expect to attend.
- ◆ **Arrange lots of publicity** - to your group, other students and also the general public. Members of your local community may appreciate the chance to hear a good speaker and you may also meet local contacts who can help when it comes to media and lobbying work!! (see Media and Lobbying sections).

During the meeting

- ◆ **Have a member of your group introduce and welcome the speaker** - it helps if you know some background information about the speaker.
- ◆ **Provide a glass of water** for the speaker!
- ◆ **Thank the speaker and the audience for coming**, then briefly mention your group, what you do and the date and time of your next meeting/event.
- ◆ As a speaker meeting will create lots of interest in your group, **have drinks afterwards** so that people can chat informally. You could also lay out some materials and a sign up sheet for people to join your email list.

After the meeting

- ◆ **Send a letter of thanks to the speaker.**
- ◆ **At your next meeting**, note down what worked and what you could improve for next time!!