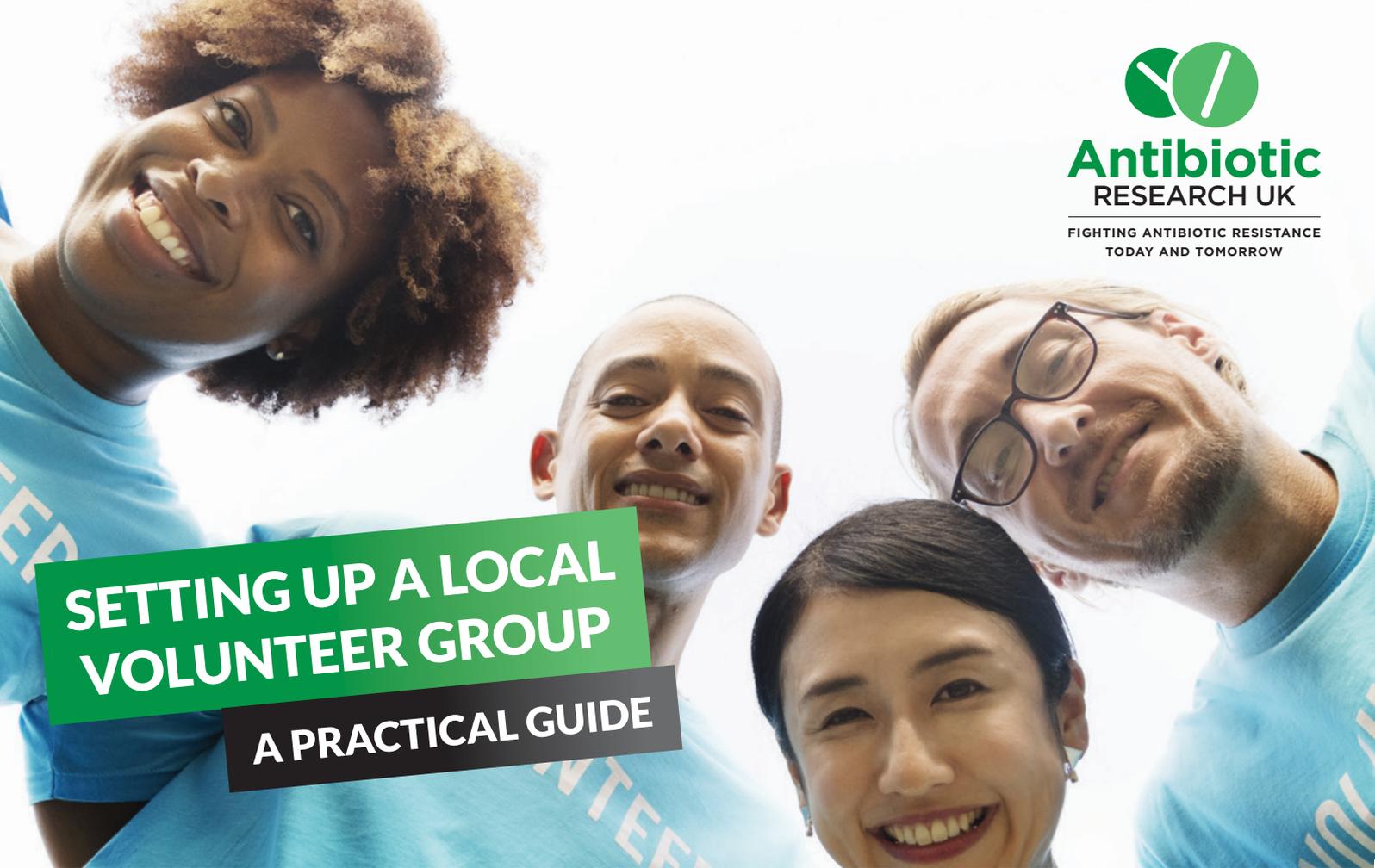




**Antibiotic
RESEARCH UK**

FIGHTING ANTIBIOTIC RESISTANCE
TODAY AND TOMORROW



SETTING UP A LOCAL VOLUNTEER GROUP

A PRACTICAL GUIDE

What is this guide for?

This resource is designed to support you with practical guidance when you are setting up a local group. You can use it when you are forming your committee, thinking about your initial meetings and how you are going to run your group. It offers practical guidance, top tips and outlines the support Antibiotic Research UK (ANTRUK) can provide.

Talk to us!

This guide will help you start thinking about practicalities of running your group. However, please do talk this through during your initial meetings with your Regional Fundraiser at Antibiotic Research UK. We are here to support you.

Finding a regular meeting venue and suitable time.

Choosing a suitable venue and time for your group meetings and events is a really important factor in ensuring the success of your group. Here are a few tips to help you choose a suitable venue.

- ➔ **Comfortable** – Choose a venue in which your group members will feel comfortable and safe.
- ➔ **Transport links** - Are there good public transport links? Is there ample parking; is it free?
- ➔ **Capacity** - Think about how many people you will be expecting at your group meetings, and ensure your venue can comfortably accommodate that number. Are there enough toilet facilities?
- ➔ **Timing** - Know your audience. Ensure you think about who your group is aimed at and when your members are likely to be free. Evenings are usually a great time to have meetings, don't make the meeting too long or have it too late, this can put people off.
- ➔ **Cost** - Remember you are a Volunteer group. You can also access a list of venues that are free for charities to use by contacting Council for Voluntary Service (CVS) or your Local Council.
- ➔ **Accessible** - Does the venue have disabled facilities, such as ramps, lifts, disabled toilets, reserved parking spaces for disabled drivers? Do they have a loop system to aid the hard of hearing?
- ➔ **Refreshments** - If you are hoping to provide catering or refreshments, does the venue provide this? Are there kitchen facilities for you to use? Are you permitted to bring your own refreshments?



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STAYING IN TOUCH

1. Within your committee

This may seem obvious, but it is worth discussing how you, as a committee, will stay in contact between meetings. Many committee members will have busy lives outside the group, so it is important to have a discussion about what communication works for each person to ensure everyone is kept in the loop in between meetings.

Email is a great way of staying in contact, if you use it as your main method of communication, ensure one person is designated to collect all committee members email addresses and circulates these to start an email group.

2. Set up a generic email address.

We would strongly recommend setting up a generic email address (for example, groupname@gmail.com) for members and potential members to communicate with you. This is much more useful than using the personal email address of a group member. If your designated committee member, who oversees and manages email enquiries is not available then other committee members can still access the generic email account and respond to enquiries. Antibiotic Research UK can also ensure that this is the email address that we use to promote your group on our website and when enquiries come to us centrally.

3. Money matters

The group can either choose to set up a 'society/ local group' bank account (under your volunteer group name) or send funds directly into the charity as and when you receive them. If you choose to set up your own bank account we ask you transfer funds once a month to the AntibioticResearch UK bank account.

4. Tools to help you promote your group

We will provide you with an in aid of logo and letterhead.

We will provide you with leaflets, posters, collection boxes, fundraising packs, balloons, and T-shirts. Do let us know what else might be useful. Please also see our templates and resources in the download section of our website.