

Making groups welcoming to all

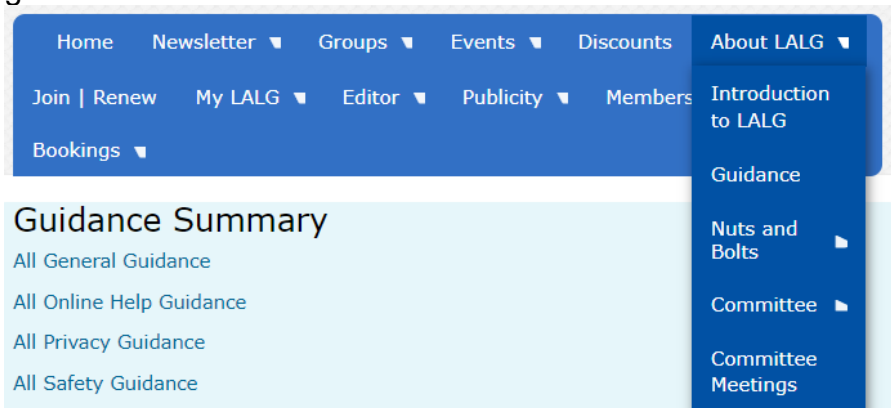
The Equality, Diversity and Inclusion Policy is at lalg.org.uk/policies. If you have any questions in relation to this, please email the Diversity Officer at: diversity@lalg.org.uk.

Data Protection

It is essential that you comply with the Data Protection policy at lalg.org.uk/policies. LALG also keeps a list of all members' contact details. This information is held securely and the Committee will use it to communicate with Group Contacts and members about LALG activities, or to provide you with information relating to your role as a group contact.

Managing risks

The Risk Management Policy is at lalg.org.uk/policies. And a guidance note is available under Guidance:



Please take time to read the safety section in the guidance and complete a risk assessment whenever necessary, for example for outdoor or sporting activities. It is a condition of LALG's insurance that organisers have thought about the risks and done their best to manage them. If an incident occurs, you will need to complete an Incident Report form and alert LALG's secretary at secretary@lalg.org.uk.



Support for
LALG volunteers
running
Groups, Activities & Events

LALG.org.uk

Some useful contacts

bookings@lalg.org.uk To set up online booking for an event

diversity@lalg.org.uk For advice about attracting and retaining a wide cross-section of LALG members

dpo@lalg.org.uk For advice about data protection

groupsupport@lalg.org.uk For help and advice if your group is struggling, or to suggest another group if yours is full

mailadmin@lalg.org.uk to nominate someone as Content Editor for your group's web page; to change the forwarding details for your group's email address; or to set up a temporary @lalg email address for a walk leader/ event organiser etc.

membership@lalg.org.uk For checking membership status

newsletter@lalg.org.uk For updating the newsletter: see also lalg.org.uk/sendentry for deadline dates

publicity@lalg.org.uk To promote an activity via the LALG website, social media, publicity emails or local posters/ press

safeguarding@lalg.org.uk For advice about protecting people who may be at risk. See also lalg.org.uk/policies

secretary@lalg.org.uk if you would like to attend a committee meeting, or ask for an idea to be discussed

treasurer@lalg.org.uk For help with managing your group's finances. Do not create a bank account for your group; you should use LALG's account to keep any money over £100.

volunteer@lalg.org.uk to seek a volunteer or to offer help.

updates@lalg.org.uk only for updating the website.

webeds@lalg.org.uk for any other message to the web editors, such as asking for help or advice.

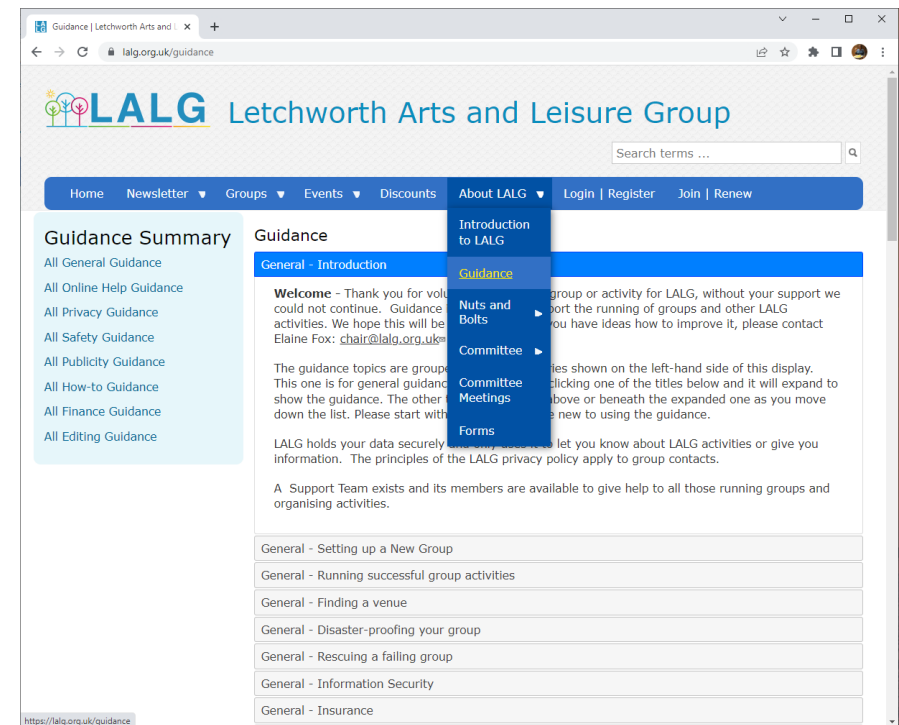
webtech@lalg.org.uk to resolve email or webpage issues or for help with creating a content editor for your group.

zoom1@lalg.org.uk To book our zoom licence for meetings.

Thank you for volunteering to run an LALG group, activity or event. Without this kind of help, there would be no LALG.

Please remember that you are not alone; the Group Support Team is always available to offer advice or practical help. You can email us at groupsupport@lalg.org.uk or ring any of the numbers listed at lalg.org.uk/GroupSupportTeam.

There is also plenty of useful guidance on the LALG website. Go to lalg.org.uk/guidance and you will find this page:



Once again thank you for the work you are doing and we wish you every success!

Group Support Team