

LETCHWORTH ARTS AND LEISURE GROUP

New Group Guidelines

A group can be of any size but one having less than 6 people may not be viable.

What are the aims/interests of the group?

How often should you meet – weekly, once or twice a month, less often?

What time of day?

Where will you meet- in each others homes or a hired venue? Will you need tea/coffee facilities?

What about parking? Ease of Access? Projection facilities?

How should it be financed – a subscription - per meeting – a bit of both?

You must be self-financing, although LALG may help initially.

Do charge extra for non-LALG members.

Planning your meetings – do try to avoid clashing with other regular meetings, although we do know it sometimes cannot be helped. Plan ahead 2 – 3 months and keep it rolling.

Formalities

You must be an LALG member to join a group

You may run a group as its members wish but it must be within the guidelines of our Constitution and, of course, the law.

Please use the LALG logo on your publicity.

Experience tells us that a steering group of maybe 3 or 4 is useful to plan and execute the programme say:-

- a. Group Contact: effectively your salesman, to field phone calls from those interested. The Contact's phone number will appear in our monthly newsletter.
- b. Treasurer: to deal with the signing in / collecting money / maybe open a treasurer's account.
- c. Newsletter bod: someone needs to take responsibility for the entry into the newsletter each month, usually by the 12th, a week earlier in December.
- d. Co-ordinator: in larger groups someone to co-ordinate the programme with all members being encouraged to give input.

The main committee can give you advice/moral support, the Publicity Officer and Treasurer in particular. All financial records are subject to scrutiny by the LALG Treasurer. We can also help with finding a venue and the smooth running of the group.

Our Constitution is on the website at lalg.org.uk