



Local Group Constitution

Miranda Brooks, Head of Volunteer Development

Aim – supporting Members

Contact those newly diagnosed with coeliac disease within one month of receiving their details from the Charity's High Wycombe office

Contact new Members by letter or phone

Welcome and provide direct support to those new to the Charity

Aim – supporting Members

Provide ongoing support to those living in the area

Provide ongoing support to those living in the local area

Aim – holding events

Hold meetings in accordance with the provisions of this Constitution

Hold at least two meetings and an Annual General Meeting every year

Organise social events and activities where Members can meet, share experiences and build confidence

Hold an Annual General Meeting

Aim – online activity

Make arrangements for the Local Group's webpages to be kept up to date with forthcoming activities including meetings and events.

Bring Members together online through the Coeliac UK website and individual social media accounts

Aim – communications

Provide regular communications to active Members. This includes producing a newsletter three times a year

Keep active Members and the Charity up to date on events, activities, news and developments

Next steps



Local Group Finances

Miranda Brooks, Head of Volunteer Development

Recruiting Volunteers

Miranda Brooks, Head of Volunteer Development



- Planning your volunteer recruitment
- Recruiting the skills you need
- Recruiting through your network
- Recruitment messages that get results
- Making your Local Group attractive to volunteers
- Questions



Planning your volunteer recruitment

- The importance of planning
- Be clear – who do you want to recruit?
 - Title
 - Purpose of role
 - Brief description
 - Time commitment
 - Support



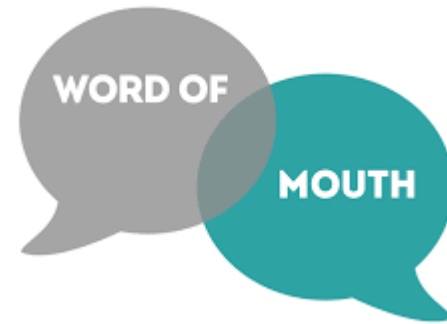
Recruiting the skills you need

- Don't be scared to be specific
 - don't ask, don't get
- What is the most important criteria to you?
- What additional information can you give to volunteers?



Recruiting through your network

- Word of mouth
 - People like to be asked
 - Ensure you are welcoming
 - Be aware of the pitfalls
- Pitfalls
 - Like attracts like
 - Beware the clique



Recruitment messages that get results

- **Awareness**
 - The answer is not “we need volunteers”
 - Create awareness about you
 - Start with a statement of need
- **Interest**
 - Link volunteering activity with impact on Members
- **Desire**
 - Collect quotes from existing volunteers
- **Action**
 - Quick and clear process to turn around enquiries



Make yourself attractive to volunteers

- Respond promptly and efficiently
 - Phone
 - email
- Make a good first impression
 - Be punctual
 - Plan what you are going to say
 - Aim to have some written information to hand over.





Easy Peasy

- Website
- Doit.org
- Volunteering@coeliac.org.uk



Recruiting Volunteers

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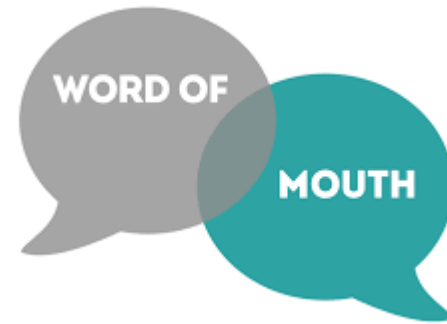
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