

# 2. HOW TO SET UP AND RUN YOUR ANTI-SLAVERY GROUP

## 2.1 Recruiting new members

One of the first things you will need to do when you set up your group is recruit new members. A diverse membership can be useful to bring a variety of ideas, skills and knowledge into the group. Remember, even if there are only a few of you, you can still make an impact, so form your group and get started on planning your activities.

**Here are a few ideas to build the membership:**

- Your annual Fresher's Fair at the start of the academic year is your best bet! Make sure your recruitment stall is eye-catching.
- Organise an event or meeting to introduce people to the issue and what the group wants to do. A speaker meeting or DVD viewing is a great way to publicise the existence of the group and ultimately attract more people. See section 4.0 for more ideas.
- If you organise an event then you can use your student media to publicise it and the formation of the group. See section 5.0
- Ask around your network of friends and family, fellow students and work colleagues. Ask them to forward an email to their friends and networks about the group.
- Put up a notice or poster in the student union, relevant academic department at your university, university library, or a shop window (in most cases you will need to ask permission first).
- We can list your group's contact details on our website and include them in our communications to Anti-Slavery campaigners and supporters to specifically attract new members at your university.

## 2.2 Support from your Student Union

When forming an official student society/ group then the first thing you must do is register with your student union. All student unions operate differently relating to societies so the best thing to do is get to know your student union sabbatical officer who is responsible for clubs and societies (usually the societies or activities officers) and find out what the rules are. They have a responsibility to ensure that societies have all the necessary information and support so they can run smoothly and efficiently. Some student unions require a certain number of members of a group before it can register, but this varies.

Once you have registered with your student union you will be able to benefit in a number of ways:

- You are automatically entitled to a stall at the next Fresher's Fair (see Tips opposite)
- Space on a Union notice board and in handbook
- A page for your society on the Student Union website
- Entitlement to free or discounted room hire for meetings
- The possibility of some financial assistance to help run your group eg. money for posters

- Use of office facilities, e.g. photocopier
- Support for your campaigns- see section 3.10

This varies among different student unions so talk to your student union sabbatical officer to find out what support you can get within your union.

### Tips for Freshers' Fairs

- Think about how the stall will look making it as visible as possible.
- Before the fair, plan your first 'introduction' meeting time. Hold this soon after to keep people interested.
- Make sure you have enough Anti-Slavery materials and have something to give away, such as wristbands.
- Hand out flyers round the fair itself which include the group's contact details.
- Make sure the contact details or those who have signed up are legible.

## 2.3 Retaining members and running meetings

Once you have attracted members to the group, it is important to keep the momentum going and ensure that members are kept active to make their membership worthwhile. Establishing a regular meeting time and place is essential. Ideally choose the same day, time and place each week or month (for example first Tuesday of every month) for members to meet. It is worth having everyone's email addresses and mobile numbers so that a block text and reminder email can be sent.

It is also important that all members of the group feel motivated and valued otherwise they may drop-out. Therefore ensure the meetings are well-facilitated and organised. Keep abreast of Anti-Slavery International's campaigns network and developments in news stories so that members can take on campaigning actions during the regular meeting and plan further actions as required.

The rest of this pack outlines ideas for the different activities groups can undertake. Use the regular meetings not only to inform the group about slavery, but also to plan the group's activities.

If your group is already up and running and you invite new or prospective members to a meeting, make sure you welcome them, explain to them how the group works and follow-up with them after the meeting to maintain their interest.

## 2.4 Group structure and roles

All student unions have their own rules about societies and the roles within it so seek guidance from your student union sabbatical officer. However, most unions require that officers for the group (a President, Treasurer and Secretary) are

## Essential Roles

Your student union should be able to provide you with an example constitution for the group but here are some guidelines for the essential roles:

### A Chairperson shall:

- Chair all official meetings of a group. In their absence the members present will elect someone to chair the meeting.
- Convene all meetings of the organising committee where relevant.
- Keep up to date with all aspects of the group and coordinate campaigning actions to achieve the goals of the group.
- Be a signatory for the group budget.

### A Treasurer shall:

- Keep the group informed about its financial situation
- Maintain a record of all receipts and payments giving details of the transactions.
- Be responsible for the group's fundraising activities (where no fundraising officer is present).
- Present a statement of the group's accounts at the AGM.
- Abide by the Union rules about society funding.

### A Secretary shall:

- Record decisions made by all meetings of the group.
- Inform all members of meetings.
- Ensure that all members are kept informed of issues affecting the group and developments in Anti-Slavery International's work.
- Be responsible for communication between the group, Anti-Slavery International and other bodies
- Take minutes of official meetings and maintain a minutes book containing the constitution of the group, and where applicable the results of elections.
- Maintain a file of all correspondence for the current and preceding year.
- Maintain an inventory of all items of equipment belonging to the group with a value exceeding £10.

elected in order for the society to form. Additional posts can also be adopted, which can include a Fundraising coordinator or Campaigns Officer. Many groups often have a central organising committee (comprised of the elected officials and other officers) especially where the group membership is quite large. This committee may wish to meet more frequently to plan activities.

## 2.5 Communicating with your group members

Ensure you have a consistent way to communicate with all your group members. Aside from using standard email you could also think about using an online forum such as Yahoo Groups which enables you to email all members of the group, have multi-way communication and share documents. The following are useful:

Google Groups <http://groups.google.com/>

Yahoo Groups <http://uk.groups.yahoo.com/>

Rise Up <http://www.riseup.net/>

## E-newsletters

A monthly or quarterly e-newsletter is a very effective way to communicate with group members on a regular basis and ensure that they are up to date with all past and future activities of the group, particularly for those who may have missed a meeting.

## 2.6 Communicating with Anti-Slavery International

When you return the Memorandum of Understanding and register your group, Anti-Slavery International will automatically send the group a starter pack and add the group (with the contact details provided) to receive the following regular communications:

- Campaigns Network emails to receive the latest actions from Anti-Slavery International and updates about campaigns and events.
- The Reporter magazine to receive Anti-Slavery news, features on our work more detailed campaigns updates.
- A bi-annual Anti-Slavery group network newsletter containing information about other groups and their activities, new information for groups or activity ideas.

NB: All individual members of the group can receive the campaigns network emails if they wish. Please send a request and contact details to us. If group members would like to receive the Reporter individually, then you can become a subscribing member of Anti-Slavery International (£11 conc).

For any additional questions or information needed, please use the contact details below:

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## 2.7 Communicating between different Anti-Slavery groups

For the time-being, the bi-annual Anti-Slavery group network newsletter will be the main source of information for groups regarding what other groups are doing.

We will also encourage networking and the sharing of ideas amongst groups by providing contact details for other Anti-Slavery groups in these newsletters and on our website. Once the group network is better established, we hope to set up a secure area on Anti-Slavery International's website where groups can display further details about their activities and an online discussion forum where members of different groups can communicate, alongside organising skill-share sessions for group members.

## 2.8 Funding for your group

The following could possibly help fund some of your groups' activities:

Local trusts (use any contacts you are aware of)

Awards for all - [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

Grassroots Grants -

[www.cabinetoffice.gov.uk/third\\_sector/community\\_action/grassroots\\_grants.aspx](http://www.cabinetoffice.gov.uk/third_sector/community_action/grassroots_grants.aspx)