

## Regional Group Co-ordinator Responsibilities

*Each regional group co-ordinator should endeavour that:*

- ❑ Their group holds at least two meetings a year
- ❑ The meetings gain wide local publicity
- ❑ They provide a report to the national regional co-ordinator regarding group activity before each steering committee meeting (twice a year)
- ❑ They provide a report to the regional groups co-ordinator regarding group activity for inclusion in Newslink (three times a year)
- ❑ They attend the annual regional group co-ordinators meeting (or send a representative)<sup>1</sup>
- ❑ Attend the annual RiCH strategy meeting (or send a representative)<sup>2</sup>
- ❑ Notify the regional groups co-ordinator if they need *time out* from their responsibilities
- ❑ If having *time out* ensure that the members of the regional group are aware of this
- ❑ Publicise and encourage attendance at RiCH's annual study day

Regional groups who provide the required reports to the national regional co-ordinator (see above) will receive £50 each December to fund group activities.<sup>3</sup>

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<sup>1</sup> These meetings will be held on the same day in London. Standard travel expenses will be paid and lunch will be provided.

<sup>2</sup> These meetings will be held on the same day in London. Standard travel expenses will be paid and lunch will be provided.

<sup>3</sup> The first payment will be in December 2004

## **National Regional Group Co-ordinator Responsibilities**

The national regional groups co-ordinator (or nominated deputy) will endeavour to:

- ❑ Attend at least two steering committee meetings each year
- ❑ Chair the annual regional groups co-ordinators meeting
- ❑ Attend the RiCH strategy meeting
- ❑ Attend the RiCH annual study day and provide an update on regional group activities
- ❑ Maintain regular contact with regional group co-ordinators
- ❑ Support the development of new regional groups
- ❑ Ensure new regional co-ordinators are *buddied* with a more experienced regional co-ordinator
- ❑ Provide support as needed for potential group co-ordinators
- ❑ Provide an update on regional group activities at each steering committee meeting
- ❑ Provide Chair of RiCH with an update about regional group activity for inclusion in each edition of Newslink
- ❑ Disseminate relevant information to and from regional groups