

2. SUPPORT FOR GROUPS

The network development officer is the member of staff who coordinates support for WDM groups. If you have any queries about any aspect of group campaigning or organisation please ask for her/him, or email groups@wdm.org.uk

AREA REPRESENTATIVES

You can feed ideas and comments into the organisation through your Area Representative. There is a list of reps on the WDM website, and an updated list, with contact details, is sent out periodically with your *Think Global* mailing. Please contact your rep if you have ideas for improved support or you want to give feedback about a campaign.

Representatives meet three times a year at the Area Reps' Forum in different parts of Britain. This is an opportunity for reps to put forward and discuss ideas and feedback from group members. Your rep will contact you prior to each forum meeting to see if there is anything that you would like to raise. Reps also have an input into the content of group resources and ideas for action so you can also tell them what works well and what doesn't.

TRAINING AND EVENTS

WDM runs a variety of events during the year, with some variation from year to year. These can include:

- Conferences on campaign issues with high profile campaigners, including speakers from the global south.
- Speaker tours, where one southern speaker speaks at lots of meetings around the country, hosted by WDM local groups.
- Specialised training days for group members focusing on a particular skill or skills such as public speaking or working with the media.
- Campaigner conventions, which combine shorter training sessions with campaign information meetings and sometimes outside speakers.

Every year in December we circulate a questionnaire to groups through which you are able to say what your training needs are. You can also contact the network development officer if you have specific needs. We may

be able to help by organising an ad hoc session for your group.

GROUPS PROJECT FUND

The groups project fund is a special fund which groups can apply to for mini-grants to help stage campaign events, conferences or recruitment campaigns. The project should result in WDM gaining publicity for a specific campaign, increasing its membership, or both.

Money is allocated on a 'matched funding' basis, which means half of the total cost of the project must be met by the local group, either from existing funds or by fundraising. Full details of what you can apply for and how to apply can be found in the Appendices section of this handbook.

GROUP RESOURCES

In addition to campaign materials (campaign postcards, leaflets, briefings and so on) and *Think Global*, WDM has some specific resources to help local groups. To order campaign materials, you can email wdm@wdm.org.uk or phone 020 7820 4900. Please allow at least a week for orders to arrive, although we can sometimes process urgent orders more quickly so long as you phone us.

It's best to contact the network development officer if you would like local group flyers and posters personalised with your group's details. They can be used in cafés, community centres, waiting rooms, colleges or shops. The WDM office can do the personalising for you.

MEMBERSHIP LABEL PRINTOUTS

As a registered WDM group you can make requests for labels for the WDM members in your area so that you can invite them to WDM events and actions. You can do this on an ad hoc basis when you need to.

To remain within data protection rules, the labels can only be used for mailings advertising WDM events and campaigns. You should not make your own records using the addresses on the labels, and of course, you

should not supply those addresses to anyone else.

Also because of data protection rules, we are not able to provide you with email and telephone contacts for individual members. However, we can circulate publicity emails to members in your area on your group's behalf.

Each new member who joins WDM nationally is sent the details of their local group in their welcome pack so that they are able to get involved if they wish. However, it can be useful to back this up with a mailing from the local group from time to time, especially when you have an interesting event for them to come to.

USING THE WDM WEBSITE

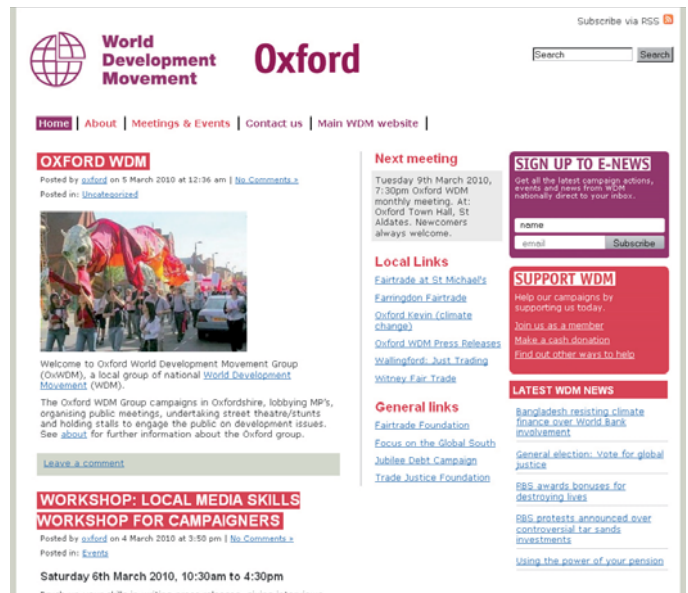
The 'community' section of the WDM website is where you can get all the resources you need for effective local campaigning. Go to www.wdm.org.uk/community where you'll find pdf versions of the Think Global mailings and any enclosures that are sent out with them, tips for effective campaigning, and the opportunity to share skills with others in the WDM network.

There's also a regularly updated photo gallery of local groups in action (send your photos to the network development officer!) and a tool for anyone to find their local group by entering their postcode. We aim to keep developing this part of the website to ensure it meets the needs of the network.

GROUP WEBSITES

In addition, each WDM group can have their own mini-website, linked in to the main WDM website in various ways, but with groups able to provide details of their meetings, write blog posts, upload photos of their activities and so on. The sites are run using Wordpress software, which is an easy-to-use blogging system.

It's up to you whether you use your site to regularly post information and news, or maintain it more as a static page where generic information about your group's activities and your contact details can be found. However, WDM's website officer is happy to give advice and training, either over the phone or via a visit to your group, so unfamiliarity with the software shouldn't be a barrier to using your site effectively. A regularly updated group site is a sign to potential new members that your group is active and an interesting



The screenshot shows the Oxford WDM website. At the top, there is a navigation bar with links for Home, About, Meetings & Events, Contact us, and Main WDM website. The main content area features a blog post titled "WORKSHOP: LOCAL MEDIA SKILLS WORKSHOP FOR CAMPAIGNERS" dated Saturday 6th March 2010. The post includes a photo of a group of people and a brief description of the workshop. To the right of the main content, there are several sidebar sections: "Next meeting" with details for a meeting on Tuesday 9th March 2010; "Local Links" with links to various local groups and campaigns; "General links" with links to national organizations; "SIGN UP TO E-NEWS" with a form for name and email; "SUPPORT WDM" with options to join as a member or make a donation; and "LATEST WDM NEWS" with a link to a news item about Bangladesh.

Oxford WDM's website, based on the local groups website template.

place to be! There are more details about using your group website in the appendices to this handbook.

PUBLIC LIABILITY INSURANCE

WDM has Public Liability insurance. All registered WDM groups are covered by this insurance. The amount of indemnity is £5,000,000 for any one occurrence. The insurance does not apply to the first £250 of damages, costs and expenses payable in respect of each and every occurrence of loss of, or damage to property.

You may be asked to provide evidence of this insurance cover by your local council or venue when you are organising an event. If so, contact the network development officer to request a copy of the insurance schedule.