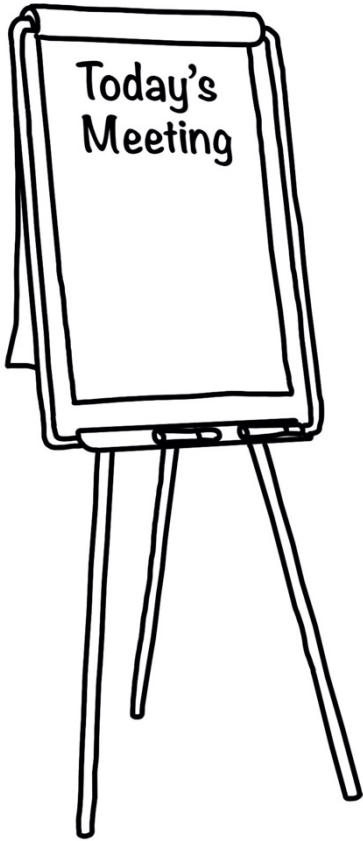


Information Sheet



Join a disability organisation member committee or steering group.

Groups such as committees or steering groups enable members of organisations to have a voice.

Group members can contribute to the everyday running of the organisation and also have a say in any long-term planning.

Groups like these typically meet at regular intervals such as every week or every month.

Groups can be member-led or include members with staff or trustees.

Member-led groups are often facilitated and supported by staff members or volunteers who can help guide and support the meetings or help with specific tasks like notetaking.

Although only a few members may participate, it is important that they try to represent the views of all the members in the organisation.

Some groups might focus on a particular aspect of the organisation or have a specific assignment.

It is useful to make notes in meetings of what was discussed and decided along with any action points (these are sometimes called 'minutes').

Minutes should be given to all members who attended the meeting. They can also be reviewed in the next meeting.

Group members should provide feedback to all other members. This might be done verbally when everyone is together, or in the form of a notice, a letter or by sharing the minutes.

Groups might keep in touch in between meetings by e-mail or by social networking.

Participating on a committee or in a steering group can enable individual members to learn and develop a wide range of skills and knowledge such as working in a team, communication, planning and problem-solving.