## 

## Group launch stakeholder meeting

#### Date: 10 January 2019

#### Venue: Venue name and address

#### Attendees

* Name 1, Name 2, Name 3, Name 4

#### Apologies

* Name 1, Name 2, Name 3, Name 4

Agenda

#### Welcome and purpose of meeting

* Details here

#### Current sitiation

* Numbers of interested young people
* Number of interested adult volunteers and indications of role

#### Reflection (Marketing, Open Event, Taster Sessions, Review meeting)

* What worked really well
* What could have been better

#### Next steps (may include some of the below)

* 1. Appropriate approval for formally opening the new group/section
  2. DBS checking all new volunteers
  3. Appointment Committee meetings for new volunteers
  4. Organising Getting Started Training, First Aid, Safety, GDPR, Safeguarding
  5. Allocating Training Advisors for new volunteers
  6. Complete Registration Form for new group or section
  7. Apply for any start up grants (if applicable)
  8. Liaise with venue for booking (if applicable)
  9. Group charity bank account, initial support with governance and overall management (if a new group)
  10. Initial discussions about membership fees and how these can be paid (to be discussed further and agreed with the new volunteers)
  11. Initial discussions about uniform policies and central ordering of uniform (to be discussed further and agreed with the new volunteers)
  12. Initial discussions about launch event, inaugural AGM and official opening of the section/group (to be discussed further and agreed with the new volunteers)
  13. Agree ongoing support arrangements
      + Lead mentor for each section
      + Programme planning meeting with new volunteers & discuss with them the new section/group review checklist

#### Exit checklist

* Details here

#### Close meeting

* Details here

#### Named Actions

* Details here