

GetUp Action Group Handbook

A guide to setting up a GetUp Action Group



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Introduction

GetUp is a community of over one million Australians who share a basic belief in a fair, just and flourishing Australia. This Handbook is designed for GetUp members who want to do more, by stepping up to lead and join local Action Groups committed to building the kind of country we want to live in.

How we got here

Turn your mind back to 2005. John Howard had won control of both the House of Representatives and the Senate, and across Australia, many of us were taking to the streets -- rallying against Australia's participation in the Iraq War, and calling for decisive action on climate change. Often, the people we'd be shoulder-to-shoulder with at these rallies would be the same: they weren't people who cared just about peace, or only about climate change. But between these enormous explosions of public support for change, there was very little to connect these people in one community and in one place. We needed a home for creating effective social change.

Inspired by the work of digital campaigning organisations abroad, GetUp was born as a social movement to connect everyday people who held common values and a common dream -- to put everyday people's voices back into politics. GetUp spent its first years as a community of a few

thousand members working tirelessly to hold John Howard's government to account.

Twelve years on, and more than a million people have joined the GetUp movement.

Our community is stronger than ever, and a powerful campaigning force with a decade of people-powered campaigns: from successfully winning more funding for mental health, restoring funding for renewable energy projects through ARENA, working with other organisations to stop the forced deportation of hundreds of asylum seekers to Nauru and Manus Island, and winning a court challenge to place an extra 100,000 people on the electoral roll. Our community is flourishing, with its rock-solid commitment to fairness, compassion, and courage - and its fierce independence from political factions and party politics.

2017: The beginning of a new chapter

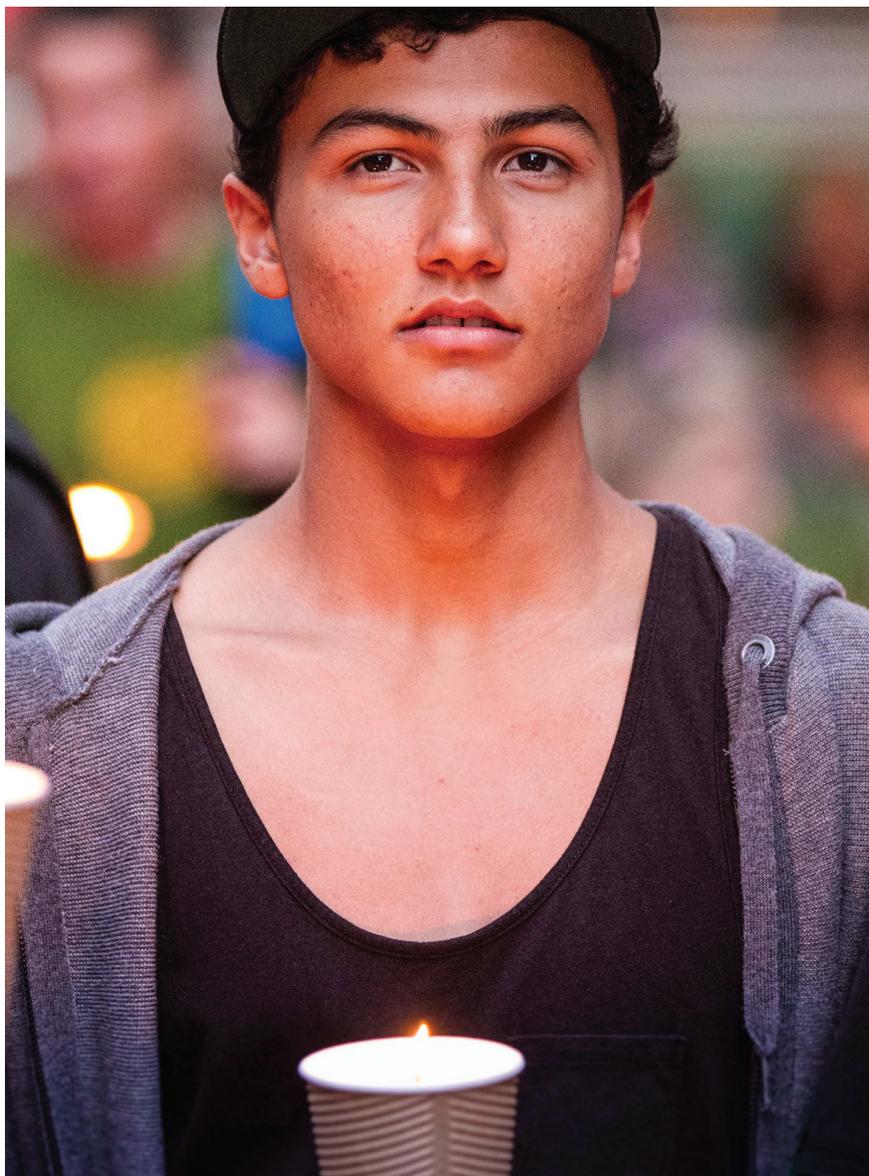
For many years, GetUp members have come together to lend our voice, money and time towards winning campaigns for a fairer Australia. Sometimes, this has meant raucous rallying on the streets in key moments -- sometimes, it's meant pooling our small change to publish full-page ads where decision-makers will see them. One thing hasn't changed: we do whatever it takes to win.

In 2017, our movement has more ambition than ever. Together, we want to change the national conversation on the issues that we care about most. We want to be part of strong, local communities that can move swiftly to influence critical decisions. We want to radically redefine what is politically possible in Australia, and ensure that politicians represent **us**, the majority of Australians -- not tax-dodging and polluting corporations.

In order to build that kind of people power, it's going to take a new way of working together. It's going to take GetUp members stepping up all over the country to lead local chapters, ready and willing to take on big campaigns.

Introducing GetUp Action Groups: member-led groups driving GetUp campaigns on the ground.

By the end of 2017, GetUp aims to have 45 action groups. By the end of 2020, the plan is to expand this to 150 groups nation-



wide. These groups will play an important role in changing the national conversation about the things that matter to our community most.

Achieving this vision, and building this power, will take a lot of work -- and we have a long way to go.

It will take people from across the country stepping up in new ways, stepping outside of their comfort zones, and taking on new challenges. If you've ever wanted to step up and do more in your community for a fairer, more sustainable, more equal

Australia: being a part of a GetUp Action Group is your chance.

This handbook is designed to walk you through everything you need to know about starting a GetUp Action Group -- read on to find out more.

This handbook was written by Vicky Fysh, in collaboration with the GetUp Organising Team. Special thanks to Kevin Brennan, Patricia Reeve, Zebedee Nichols, Natalie Cole and Michelle Zwagerman for their support in content development and to reviewers Jan Andrew and Tom Driftwood.

GetUp's Vision and Strategy

In 2017, Australia is in a precarious place. We don't know exactly what our country will be like by 2020 if we do nothing, but if we look around us we get a fairly clear picture.

The gap between Australia's richest and poorest is widening. Public institutions like schools and hospitals are losing government funding and struggling to keep up with demand. The world is racing toward catastrophic climate change. Fear of difference and diversity pervades the political conversation about race, refugees and asylum seekers. People everywhere are losing faith in our economic system - but even if we got rid of this system tomorrow, it is likely that power would continue to be in the same hands as it is now.

This isn't the country that the majority of us want to live in.

- ✕ The majority of Australians want to bring people seeking asylum from Manus and Nauru to safety in Australia.
- ✕ 77% of Australians support greater action on climate change.
- ✕ 76% of Australians believe it's time for marriage equality.
- ✕ 85% of Australians are fighting for an end to multinational tax evasion.

The GetUp movement's vision for the future is one where we turn the tide, in favour of the majority of Australians.

Together, our community envisages a more *fair, flourishing, just and thriving* Australia:

Fair: a society defined by social and economic equity, where everyone has the opportunity to succeed.

Flourishing: a safe climate and a vibrant natural world preserved for future generations.

Just: justice, equality and compassion for all, no matter where they come from, how they worship or who they love.

Thriving: a thriving democracy, where corporations and power-brokers don't control our country. Everyday people's voices aren't just heard - they matter.

Together, the GetUp community will lead and run a combination

of campaigns - big and small - to take on political parties, corporations and extreme policy decisions. We'll prioritise interventions right at the moment that decision-makers are deliberating, and we'll snap into action when there's a moment to win.

Some campaigns will be about persuading local decision-makers to put dedicated funding towards public services -- others will be about backing in political candidates to take a stance against building massive new coal mines. The sum of these parts will be the changes we want to see. Whatever the scale of the campaign, all GetUp campaigns focus on the overall goal: ensuring people, not vested interests, are at the heart of our democracy.



What will it look like if we're achieving our goals?

Flourishing: A safe climate

- × The Australian public is loudly and constantly demanding climate action.
- × Australia is on track to phase out fossil fuel extraction as soon as possible. Huge, emissions-intensive coal mining projects - like Adani's Carmichael mine - don't go ahead.
- × Australia is making a rapid and just transition to 100% renewable energy.
- × Our natural wonders, including the Great Barrier Reef, are protected.

Fair: Social and economic equity

- × We are making progress towards a full public guarantee – health, education, housing – for all of our nation's people .
- × Institutional and corporate power over our politics is corroding, and the voices of everyday people are more readily heard.
- × Wealth and access to resources is being meaningfully distributed to those who need it most.

Just: A better way forward on human rights

- × Equal rights for all -- including gender equality, and equal rights to marry the person you love.
- × Australia has a movement to tackle racial injustice, and political parties are no longer using race as a way to drum up fear and division .

- × Australia has moved to a more compassionate treatment of refugees, including an end to offshore detention.

- × Aboriginal and Torres Strait Islander communities are winning campaigns for fair treatment and equal rights.

Thriving: Free, fair and participatory democracy

- × More Australians are enrolled to vote.
- × We have stronger integrity measures across all levels of government, including a federal corruption watchdog with teeth.
- × We have a fully-funded public broadcaster, and a diversity of views in our media.

Got feedback on this Vision?

Help contribute to making this vision even better! We'll be doing a survey in the coming months to get your feedback, and you can also join the GetUp Action Network Slack account -- find instructions on page 16 -- to be part of the conversation on what the GetUp Vision for the future should look like.

How can we have the greatest impact right now?

The GetUp community's vision for the future is nothing if not ambitious. In order to meet our goals for Australia's future, we'll need people from all across our community stepping up, stepping out of their comfort zones and taking on leadership roles. What does that look like in practice? Investing in community organising, and starting Action Groups across the country.

In the world of social change theory, people working together in their local area to achieve a shared purpose is called 'community organising'. Community organising is about

connecting people to each other, empowering people through collective action and building people-power to make change in the real world. It's about having powerful conversations with everyone from our neighbours to strangers, in order to change hearts and minds -- and ultimately, change what's politically possible.

GetUp Action Groups are member-led groups based on federal electorates. In 2017, the first of these groups were established in capital cities on the east coast. By the end of 2017, GetUp aims to be home for 45 local Action Groups - and keep growing to cover the whole country from there.

Being a part of a GetUp Action Group is your opportunity to link arms with people in your community who share your values. They're frustrated by the same front pages, and excited by the same political possibilities. For some of us, these people are already our neighbours, our colleagues, our friends. Action Groups will be how we bind together around effective local campaigning, and take action together on the issues we care about. You'll have the opportunity to be a part

of shared national strategies - because acting together we maximise our collective impact.

Action groups will stick together through the months and years, driving GetUp campaigns on the ground, and exploring new ways of winning campaigns.

Being a part of a GetUp Action Group will mean taking part in lots of different types of activities. But regardless of the project or campaign at hand, at its core, GetUp Action Groups are all about **creating change through building communities, having persuasive conversations, and doing whatever it takes to win.**

1. Building communities: We'll work hard towards making sure our Action Groups have the strong foundations of shared purpose, great participation, and clear leadership (more on that later in the handbook).

2. Having powerful conversations: There is nothing comparable to the power of person-to-person conversations to change hearts and minds.

Conversations are about human connection. They're about having difficult conversations with people who might sit on



the other side of politics to you, but who often share the same worries and concerns for the future. They're about re-investing in what's important: our ability to cooperate and make change through listening and empathising with each other. It also models exactly the kind of change we want to see in our communities - having conversations is about helping everyday Australians realise they have a voice, encouraging them to take effective action themselves - by lobbying their MP or voting according to their values.

Action Group members will be given access to GetUp's ground-breaking and purpose-built

phone-calling software, enabling groups to make thousands of phone-calls to fellow Australians in coordinated and strategic campaigns. When groups make these calls, it is called **Community Calling**.

3. Doing whatever it takes. In all of GetUp's campaigns, the GetUp movement is guided by strategy designed to win, and that means we do whatever it takes. Depending on the campaign, that can vary wildly: sometimes it means holding loud protests, other times it means handing out how-to-vote cards at elections or meeting with MPs. The work of Action Groups will be just as varied as this.

We work together on shared strategies to maximise our impact. We're up against the most powerful corporate and political interests - we need to act together to win. Action groups, with a focus on impact and innovation, will help the GetUp movement fight and win on crucial campaigns.

Got more questions about how Action Groups work out which campaigns they work on, how GetUp decides on campaigns, and other questions related to campaign strategy development? **Head to the FAQs section of the Hub: action.getup.org.au.**

GetUp Action Network Guiding Principles

1. We are a network. We work together, share resources and share responsibility for achieving the goals of the network.
2. We come together around key campaigns and moments to maximise our impact.
3. We use all kinds of tools at our disposal, and we are willing to be disruptive if we need to be.
4. We are multi-issue, meaning we work on a breadth of progressive, national issues, and are never limited by issue silos.
5. We are non-party aligned. Our movement's only allegiances are to our issues, our values and each other. Multi-party support of our policies is our ultimate goal.
6. Where possible, we plan in advance - but we are also nimble and we can pivot faster than anyone into critical moments when we can have impact. We are a low bureaucracy, flexible network.
7. We all come to this movement with stories, and know that stories are the key to changing hearts and minds. We make sure every Australian can engage with political issues that matter through vibrant, authentic storytelling.
8. We value structure and roles - people work most effectively and have the most impact when they have clear responsibilities.
9. We are a diverse network and will work actively to build inclusive, fun and welcoming groups built on mutual respect.
10. We value action learning - meaning we are in a constant cycle of learning from what we do, reflecting and planning for the next actions we take. We experiment often, test always, and consciously learn.
11. We innovate with technology and media, to connect our movement and scale our impact.

How to get started

1. Work out whether there is a GetUp Action Group in your electorate already by heading to the Hub: action.getup.org.au.
 2. If there is a group in your electorate already, sign up to one of their events or express interest in joining the group on the Hub.
 3. No group in your area? Register your interest in starting a group through the Hub. A State Support Organiser will be in touch about getting your group off the ground! There is information in this Handbook about how you go about starting a new group.
 4. Read this Handbook and other resources on the Hub to get more background on what GetUp Action Groups are all about.
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Action Group Stages

Every GetUp Action Group will be different, and have a different history.

Each group will evolve over time, sometimes growing and sometimes shrinking as people step up and step back. The stages below are not designed to be strict guidelines for how your group will develop, but rather are there to help you navigate the changes in your group.



Stage 1: EGG

Your group is just starting out. You are still holding your first meetings, getting to know each other and finding your feet. At this stage, it's likely that only a few people will be taking on responsibility for things like organising meetings, and there won't be formal roles yet. There are still unknowns about group processes and how you'll work together.

Stage 2: HATCHLING

Your group is getting clearer on things like roles, how you will communicate and what you want to achieve as a group. At this stage you will start running campaign events like Community Calling, stalls or film nights. You will be learning by doing and approach everything as an experiment.

Stage 3: FLEDGLING

The group is really starting to work well at this stage. There are people in clear leadership roles who are driving the group's growth and supporting more people to get involved. The group is starting to do longer-term and more in depth planning, socialise frequently together and take on a wider variety of campaigning activities. You are starting to codify some of what you do.

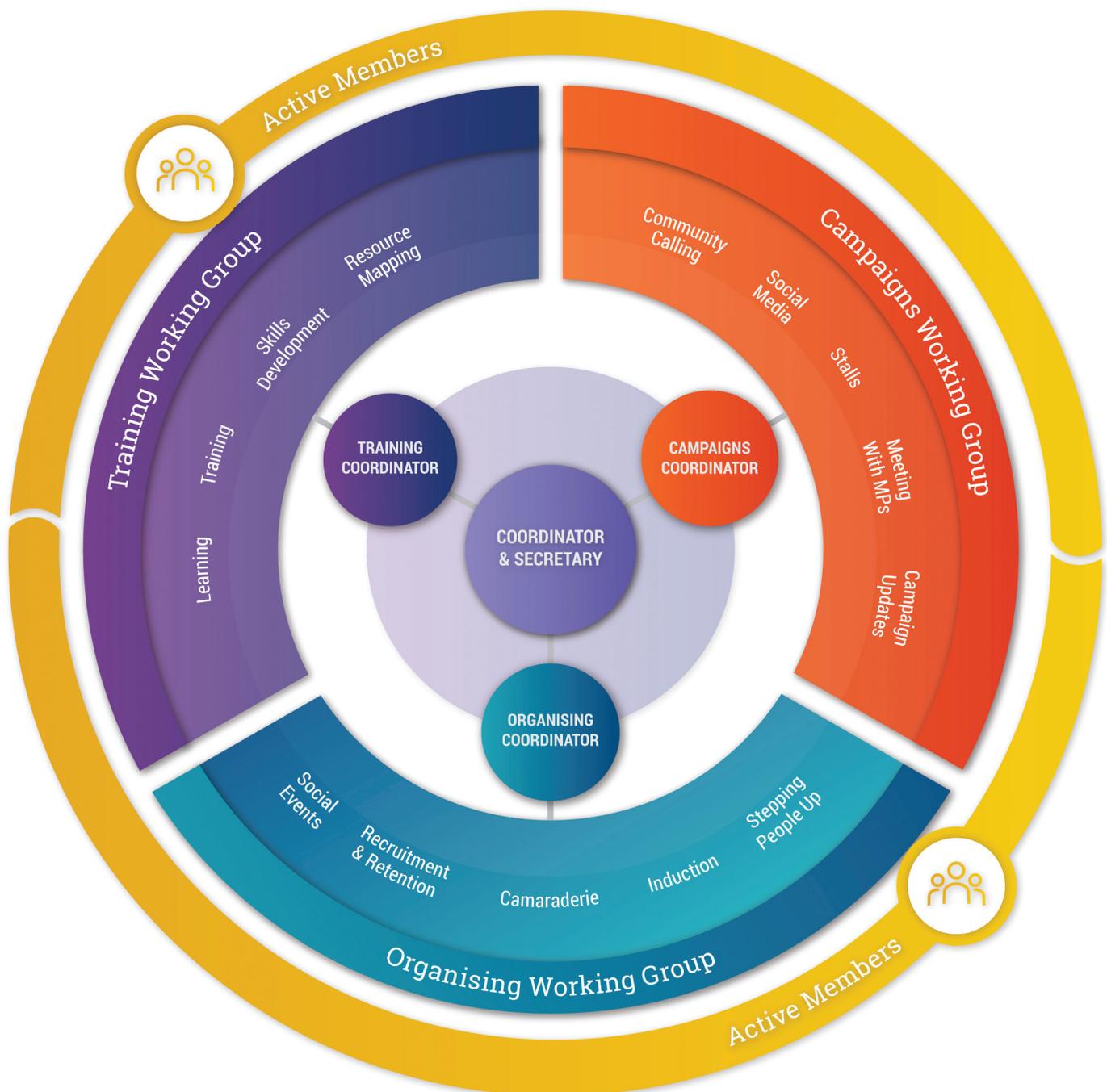
Stage 4: SOARING

Your group is going off! There is a bunch of strategic nous in the group which is being used to prioritise different campaigns and tactics. There are multiple working groups, with different roles that people can step into. People join and stay in your group because it's effective, fun and a place to make friends. You have a solid public profile and people know that if they want to get involved with GetUp in their local area, your group is their first port of call.

Action Group

Roles and Structure

Roles and a clear structure are an essential part of a thriving effective group. A suggested structure for your Action Group is set out below. This suggestion is based on GetUp staff and volunteers' experience of local groups in GetUp and elsewhere.



When your group is just starting out, it's likely that 1 - 2 people will cover several of the functions listed below under different roles. As your group grows, you can recruit and develop additional roles. GetUp HQ also recommends establishing three internal working groups - organising, campaigning and training working groups.

Leadership Roles

The leadership team works collaboratively with all members and shares responsibility to achieve the goals of the Action Group.

- × **Coordinator:** coordinates group sustainability
- × **Secretary:** convenes group meetings
- × **Organising Coordinator:** focuses on people and relationships
- × **Campaigns Coordinator:** leads campaigns
- × **Training Coordinator:** leads training and development planning

Check out the glossary for the full explanation of these roles.

General Roles

- × **Facilitator (rotating):** facilitates group meetings
- × **Core member:** integral team member
- × **Active member:** contributes when they can

Other ideas for roles to develop as your group grows

- × **Organising Working Group:** Data Lead, Social Events Lead, New Member Induction Lead
- × **Campaigns Working Group:** Community Calling Coordinator, Stalls Coordinator, MP Liaison, Photographer, Environmental Justice Specialist, Economic Fairness Specialist, Banner Designer
- × **Training Working Group:** Logistics Lead, Trainer, Tech Coach

How to nominate for a role

To get started, speak to the Action Group Coordinator about the roles you're interested in. Their job is to help match your interests to suitable roles, so that you can contribute to our strategies which are designed to win! They are supported in this work by the State Organising Team and the GetUp HQ state-based Organiser.

If your group doesn't have a coordinator yet, getting the group's support for 1-2 people to step into this Coordinating position is an important first step - from there, other roles can be filled.

How to step-up volunteers in your Action Group into leadership roles

Each Action Group will develop its own decision-making processes and this will have an impact on how people get into roles within the groups.

Nonetheless, an important tool that volunteers in leadership roles can use to step people up into positions of responsibility is a **one-on-one conversation**. Taking the time to see what people's interests are and explore a role for them one-on-one is often more effective than waiting for people to put their hand up in a group setting. Plus, it gives you an important opportunity to get to know your teammates better.

Where to go for help: State Support Teams

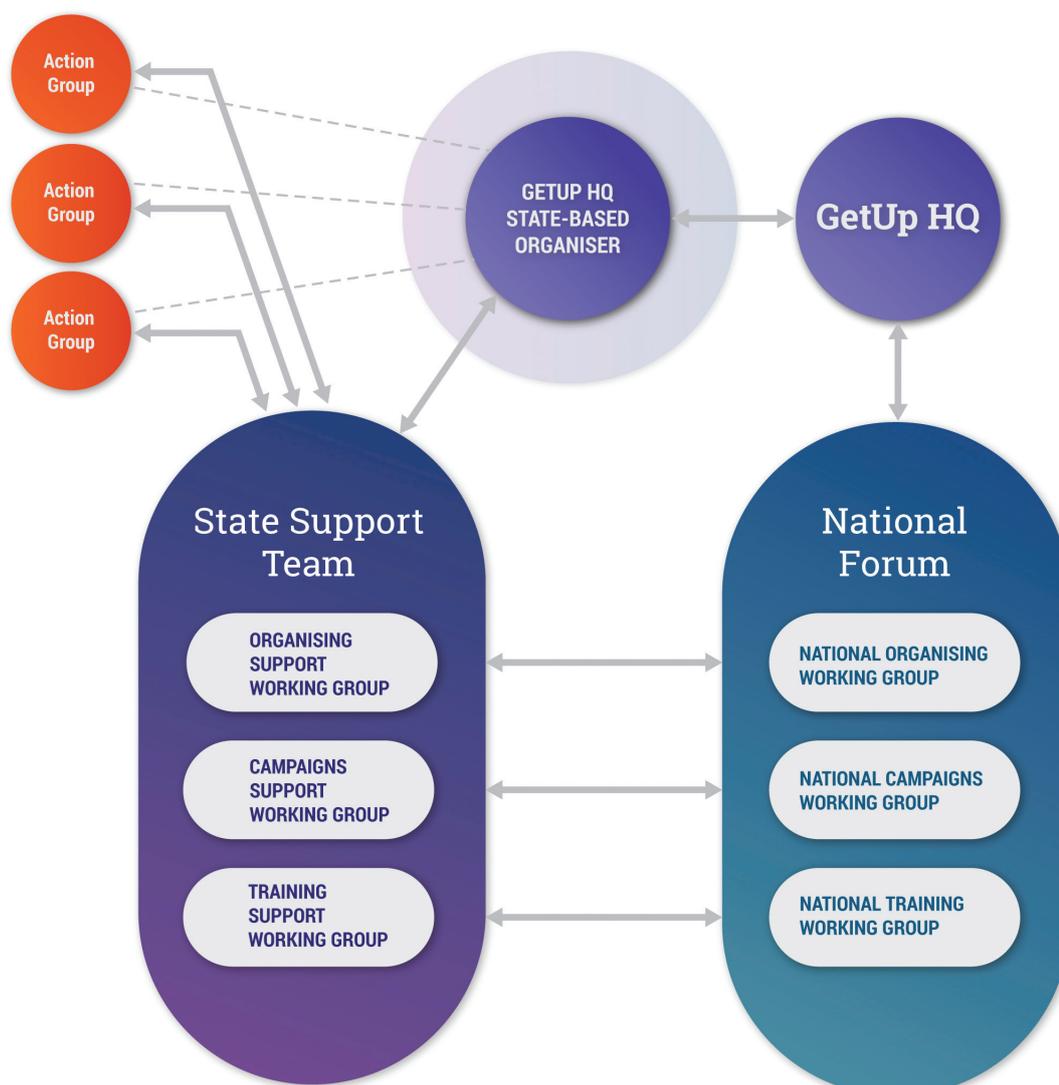
State Support Teams (SSTs) will support Action Groups and key leaders in each state. The State Support Teams will help Action Groups develop throughout their various stages of growth until groups are largely self-sustaining and connected through the GetUp Action Network.

Each SST will be coordinated and led by GetUp HQ's state-based Organiser.

Purpose of the State Support Teams

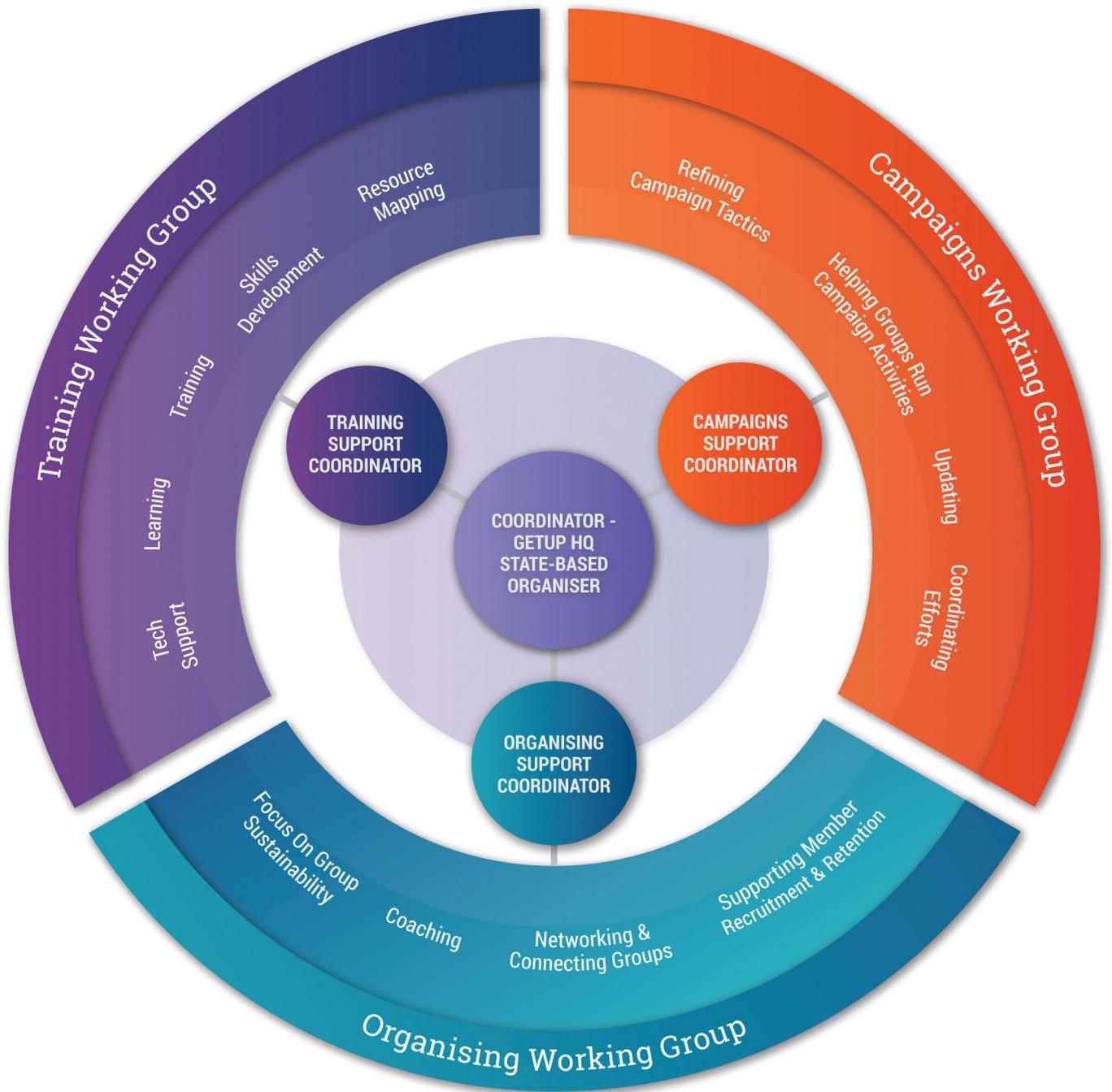
- × Supporting action groups to carry out campaigning and organising activities through the use of leadership development, coaching, training and guides.
- × Supporting GetUp HQ's state-based Organiser to foster the state Action Network.
- × Facilitating connections between Action Groups.
- × Testing, evaluating and improving on common practices in Action Groups .
- × Feeding into national conversations about best practice in Action Groups and the Network.

State Action Network Structure



State Support Team Structure

SSTs will have working groups for organising, campaigns and training. Check out the responsibilities of these different working groups and how the team works below.



Who will you be working with most closely?

- × **State Support Organisers:** your Action Group's main point of contact.
- × **State Tech Coaches:** your go-to for anything related to tech (see the *Tools for Success* section of this Handbook for information about what tech tools you might need help with!).
- × **State Community Calling Coordinators:** help groups run Community Calling sessions.



How to Contact Your State Support Team

A State Support Organiser will get in touch with the group before your first meeting. From there, you can exchange phone numbers and work out how you will stay in touch. Your group's State Support Organiser can help put you in touch with other members of the State Support Team like the Tech Coaches and Community Calling Coordinators.

Alternatively, you can jump on Slack and join:

[#supportteam-tas-vic](#)
[#supportteam-nsw](#)
[#supportteam-qld](#)
[#supportteam-sa](#)
[#supportteam-wa](#)
[#supportteam-act](#)

Once you're in the channel for your state, introduce yourself and ask for assistance!

More info about getting on Slack is overleaf.

If you are struggling to get on Slack, you can contact your State Support Team at the below email addresses:

- ✕ supportteam-tas-vic@volunteers.get.up.org.au
- ✕ supportteam-nsw@volunteers.get.up.org.au
- ✕ supportteam-qld@volunteers.getup.org.au
- ✕ supportteam-sa@volunteers.getup.org.au
- ✕ supportteam-wa@volunteers.getup.org.au
- ✕ supportteam-act@volunteers.getup.org.au

What support will GetUp staff provide?

GetUp HQ state-based Organisers will recruit, train and coordinate members of the SSTs. In most cases, Action Groups will not be directly supported by staff, but rather by a team of highly dedicated volunteers recruited and trained up by staff.

The GetUp Action Network was designed to be built and sustained by volunteers, for volunteers - that's what's going to make it possible to expand this program across the country. This means you'll hear from GetUp HQ campaigners and organisers over Slack, in emails and at events in your state, but it will be a team of awesome volunteers that supports your group on a day-to-day basis.

Tools for Success

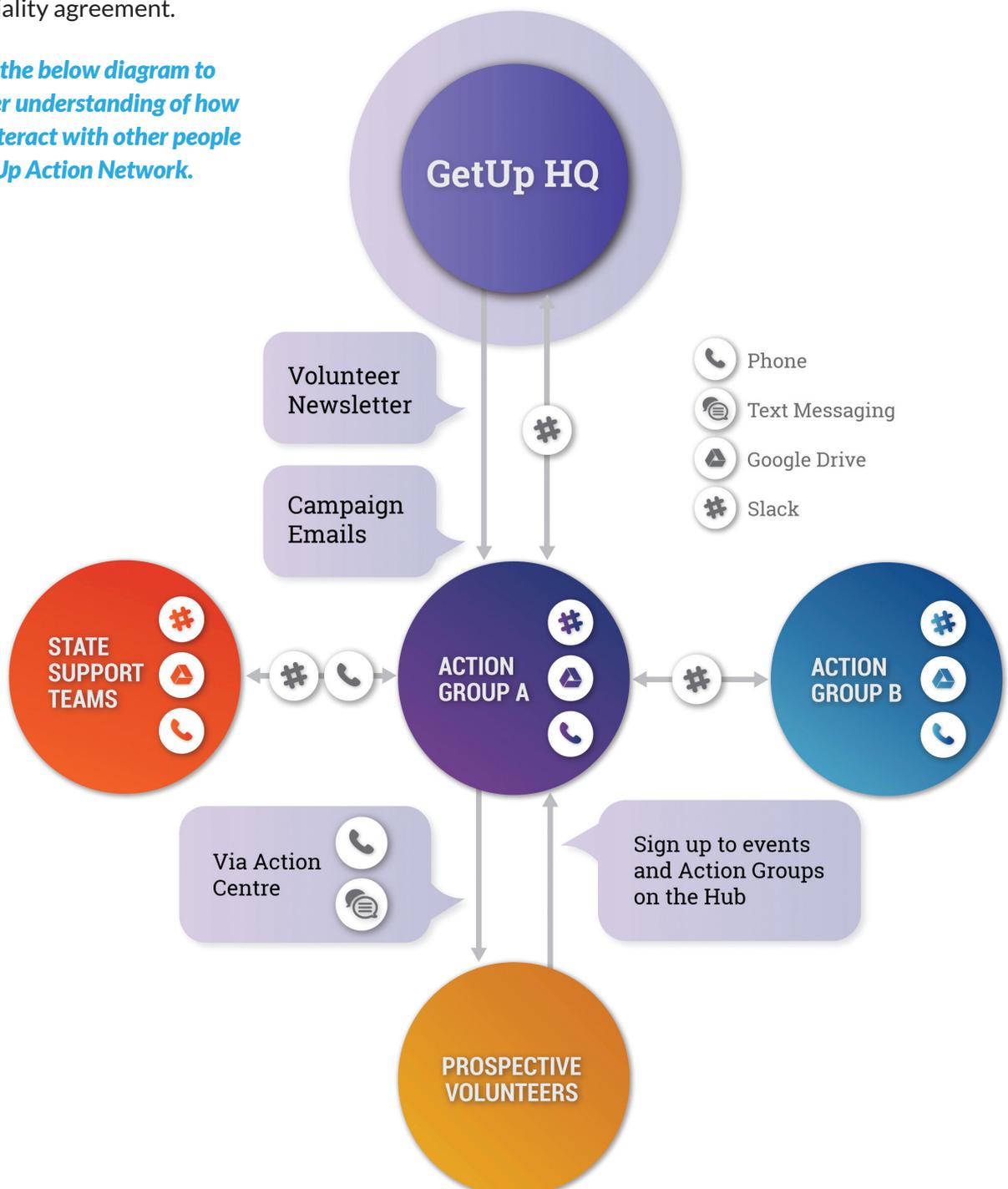
Check out the different tools the GetUp Action Network uses below. Keep your eyes peeled for new and exciting communication and tech tools as they are released in 2018!

Tools	What it's used for	How to get on it	Training dates, 2017
Slack - instant messaging tool	<ul style="list-style-type: none"> × Communicate in your groups. × Communicate with other Action Groups, volunteers and staff. × Get exciting campaign updates from GetUp HQ. × Ask questions and provide feedback. 	Ask people in leadership roles in your Action Group, or your State Support Team, to invite you.* See the previous section for details of how to contact your State Support Team.	October 4
Action Centre - website	<ul style="list-style-type: none"> × Create online events for your Action Group. × Recruit other active × Recruit other active GetUp members in your area. 	Ask people in leadership roles in your Action Group, or your State Support Team, to invite you.*	October 25
The Hub - website	<ul style="list-style-type: none"> × See and RSVP to all upcoming Action Group events. × Learn about and sign up to join Action Groups. × Find resources and tools to support your work. 	Head to http://action.getup.org.au	October 25
Google Drive - online, collaborative filing system	<ul style="list-style-type: none"> × Store your action group's key documents × Work collaboratively on meeting agendas, event planning spreadsheets and other shared documents. 	You will need a gmail account to get started. From there, you can invite all your teammates to collaborate!	November

* The GetUp Action Network Slack is an internal space for GetUp staff and active members. For this reason, getting onto Slack is for active members, by invitation only.

Action Centre is a platform where member data is held. Anyone using Action Centre will need to be an active member of an Action Group. Access to Action Centre must be approved by a GetUp staff member and you will need to sign a confidentiality agreement.

Check out the below diagram to get a better understanding of how you can interact with other people in the GetUp Action Network.



Your first 30 days as an Action Group!

The first thirty days of building an Action group are filled with excitement, a lot of learning and a lot of fun. Most people who start Action Groups have never done something like it before.

Start

Before you and your team launch your Action Group, check out the first few pages of this Action Group Handbook to get an introduction to what the GetUp Action Network is, why it exists and the movement it aims to create.

As a starting point, you have access to the following resources:

- + Action Group Handbook.
- + Action Group Resources and information about existing Action Groups via the Hub: action.getup.org.au.
- + A State Support Organiser, who will contact you ahead of your first meeting.

Prior to your first week, before you kick off your Action Group in earnest, the team should do the following:

- + Share the Action Group Handbook with interested individuals.
- + Organise your first Action Group meeting with interested individuals and your State Support Organiser.
- + Get help from your State Support Organiser to set up an online event for your first meeting via Action Centre. *Join the next Action Centre training to learn how to do this yourself!*
- + Check out the Action Group Handbook for resources to help you with your first meeting, including the Guide to Setting up your First Meeting (pg. 22) and the Example First Meeting Agenda (pg. 24).

Week 1

Hold your first team meeting:

- + Get to know each other better.
- + Start brainstorming your campaign event.
- + Work out how you will communicate.
- + Nominate a point person to stay in contact with your State Support Organiser.
- + Lock in your next meeting date.

See Example First Meeting Agenda on page 24 of this Handbook for more info.

GetUp HQ has developed this step-by-step guide to help you along the way.

Remember: this is just a guide, sometimes you might find things happen sooner, or take longer than this guide suggests. Whatever happens, remember you have support systems and this is one of many resources at your disposal to help you join the GetUp Action Network.

Week 2

Your Action Group may not have a face-to-face meeting during week 2, but there are other steps the group can take:

- + Join a Slack training.
- + Chat to each other on the phone or over Slack to:
 - + become more comfortable contacting each other.
 - + arrange details and logistics for the next meeting or campaign action.
- + Talk to your State Support Organiser about how to recruit new people to the next event .

Week 3

By this stage, the group will have to start making decisions. While more often than not groups easily find consensus, this will not always be the case. It is worth coming up with a decision-making process for these occasions. Check out the Decision-Making Process Guide on the Hub for more info.

Something else your group can do in this week is to develop your Group's mission statement and record it in your Team Charter. Check out the Team Charter Guide on the Hub for more info.

Other activities you could consider:

- + Another face-to-face meeting and/or campaign event, such as Community Calling. It's a great idea to start organising events quickly, the best way to learn is by doing.
- + Get advice from the State Support Team on how to roll out campaign actions.
- + Have a small social event, catch up for a coffee or beers. Groups are only as strong as their relationships, so it's a great idea to have fun together.

Week 4

As the group becomes more 'at home' with each other, it is important to establish roles within the group. Having a clear structure and roles helps with sharing the workload and knowing who is doing what, but even more importantly: it makes it easy for new people to understand how the team works.

Consistency across GetUp Action Groups makes it easier for groups to share learnings and collaborate. At the same time, it's important that groups adopt roles that work for them! Below are some suggested roles.

- + Coordinator
- + Secretary
- + Organiser Coordinator
- + Campaign Coordinator
- + Training Coordinator

In the early stages, it's highly likely that 1-2 people will fill cover aspects of all the above roles, if not the entire role itself. As the group grows, others can step into and expand the roles.

Guide to Setting Up Your First Meeting

A well set-up first meeting will kick you off to a good start and build everyone's enthusiasm about being involved. Below is a step-by-step guide that will help you do exactly that.

Getting Started

1. Find a suitable location in your electorate
 - × Fairly central
 - × Has toilet facilities
 - × Has disability access
 - × Preferably a free community space or cafe
2. Choose a date and time
 - × You can use an online poll like Doodle Poll (doodle.com) or get people to put forward their availabilities, allow 2 hours for the first meeting. Choose the time that works for the most people
 - × Avoid Friday and Saturday nights as a rule of thumb
3. Write an agenda
 - × There is an Example First Meeting Agenda in this Handbook (pg. 24), you can use this as a starting point
4. Create an event on the Action Centre
 - × Talk to your State Support Team, they can help set up your first event. Join the next Action Centre training to learn how to do this yourself!
5. Send out Invites
 - × You can use the list of people you gathered at an event like PowerUp as a starting point
 - × Your State Support Organiser can help recruit other active GetUp members in your area to the meeting if necessary
6. Organise relevant materials
 - × Draw up a sign in sheet with name, email, phone and postcode. There is an example sign-in sheet on the Hub: action.getup.org.au.
 - × Butchers paper or whiteboard, and markers
 - × Printed agendas
 - × Name Tags
 - × Snacks

On the day/night

Apart from following the agenda that you created, there are a couple of things that you can do to create a great first meeting:

- × Arrive early and set up the space
 - × Arrange chairs and tables to encourage interaction between members, ideally in a circle or horseshoe.
 - × Make sure it is easy to find (consider signage).
 - × Make sure the sign in sheet and name tags are readily available when people arrive.
 - × Have butcher's paper/whiteboard ready for notes.
 - × Set up snacks.
- × Have 1-2 people greeting people as they arrive.
- × Arrange for someone to take minutes, clearly noting down who attended, any decisions that were made and the main points of discussion.

After the meeting

It is really important to follow up from your first meeting - that's what will truly make it a success. You might like to nominate someone to do this follow up in the meeting. As a general rule:

- × Send out a thank you to all those who attended with meeting minutes and details of the next meeting.
- × Ring everyone who couldn't make it, let them know how the meeting went and invite them to the next meeting. If you don't have time to call everyone, shoot them an email with the minutes and a friendly note encouraging them to come next time.



Example

first meeting agenda

- × Time, date, length of meeting: 2 hours
- × Facilitator:
- × Minute-taker:
- × Attendees:

Materials to bring:

- × Name Tags
- × Sign in sheet with name, email, phone and postcode
- × Butchers paper or whiteboard and markers
- × Printed agendas
- × Participants Agreement Guide
- × Communications Plan Guide
- × Snacks

Tips on how to use the below agenda

Time: Estimate how long the item will take.

Item: Title for the focus of the session. In this column you could include If there is preparation for the meeting, eg. reading a document.

Outcome: Note the purpose of the session or hoped for outcome, eg Update/Info Sharing; Discussion; Planning; Decision-making.

Who: Note if someone will take the lead on the item, present, etc.

Agenda

Time (mins)	Item	Outcome	Who
5	<p>Opening</p> <ul style="list-style-type: none"> × Welcome × Acknowledgement of country <i>For example: I would like to acknowledge the Traditional Owners of the land on which this event is taking place, the [name of clan or group] people and pay my respect to their Elders, past and present.</i> × Outline objectives of meeting × Agenda review 		
15	<p>Icebreaker</p> <ul style="list-style-type: none"> × Go round the circle, give everyone an opportunity to say their name, what they would ordinarily be doing at that time of the day and what motivated them to come to the meeting. 	<p>Get to know each other.</p> <p>Start to build a sense of shared purpose.</p>	
20	<p>Participants Agreement</p> <ul style="list-style-type: none"> × Come to an agreement about the kinds of norms and behaviours you'd like to have as a team. × See the Participants Agreement Guide on the Hub for more info on how to do this. 	<p>Decision-making.</p> <p>Setting up team norms.</p>	
30	<p>Interests, skills and availability</p> <ul style="list-style-type: none"> × Get everyone to turn to their neighbour and talk about: <ul style="list-style-type: none"> × Key areas of GetUp's work that they are passionate about (eg. refugees, climate change) × Relevant skills they can bring to the group (eg. graphic design, baking) × Their availability (eg. do they work full time? Are they retired?) × Go around the circle, with everyone summarising what their neighbour said. Their neighbour can add any key things that are missing. 	<p>Get to know each other; understanding what different interests, skills and availability people have to help direct group planning.</p> <p>Record of people's interests, skills and availability.</p>	
10	<p>GetUp's current campaigns</p> <p>Discuss opportunities to participate in GetUp's current organising campaigns and tactics:</p> <ul style="list-style-type: none"> × Marriage Equality <ul style="list-style-type: none"> × Community Calling × What else? 		

Agenda

Time (mins)	Item	Outcome	Who
	<ul style="list-style-type: none"> × #StopAdani × Human signs on Oct 7th × What else? 		
20	<p>First campaign action planning</p> <ul style="list-style-type: none"> × Brainstorm ideas for first campaign action of group × Suggested events: <ul style="list-style-type: none"> × Community Calling. × Relevant film screening combined with group launch . × See where you get to in planning. Does the group need to have another meeting before locking down details? × Assign tasks and roles. 	<p>Planning Decision-making IF group is ready.</p>	
10	<p>Communication</p> <ul style="list-style-type: none"> × Establish how you will communicate as a group, even if only for the interim (Slack recommended). × See the Communications Plan Guide on the Hub for more info on how to do this. <ul style="list-style-type: none"> × Someone in the group who knows how to use Slack does a brief demonstration . × Exchange phone numbers and emails, using the sign-in sheet. × Assign a point person to stay in touch with the Group's State Support Organiser. 	<p>Decision-making.</p>	
5	<p>Next meeting</p> <ul style="list-style-type: none"> × Set time, date and place. × Establish who will do the following: <ul style="list-style-type: none"> × meeting reminders. × facilitate the next meeting. × send minutes to attendees. × follow up with no-shows. 	<p>Decision-making.</p>	
5	<p>Close</p> <ul style="list-style-type: none"> × Action point review × Remind people of the next meeting and/or first campaign action (when/where/when/who) × Final comments 		

Glossary

Action Centre:

member-only website for creating online events and accessing details of local GetUp members.

Community Calling:

campaign action involving GetUp members making phone-calls to fellow Australians in coordinated and strategic campaigns.

GetUp Action Group:

member-led group based on federal electorates.

GetUp Action Network:

a network of GetUp Action Groups, State Support Teams and GetUp staff driving GetUp campaigns on the ground.

State Support Teams:

volunteer teams in each state who will directly support Action Groups.

Slack:

an instant-messaging tool. Slack will be the main communications platform for the GetUp Action Network.

The Hub:

public website displaying GetUp Action Group events, listing GetUp Action Groups and holding resources for GetUp Action Groups. The main GetUp website will link through to the Hub.

Action Group Roles

Coordinator

Coordinates Group Sustainability

- × Takes primary responsibility for group organising including planning and strategy.
- × Maintains group focus on making meetings magic and events fun.
- × Central focus on member recruitment and retention.
- × Works collegially to ensure the needs of the group (personal, organising, campaigning, training) are being met to ensure group sustainability over the longer term.
- × Identifies and develops leadership & transitions Core Members into Leadership roles.
- × Builds relationships with like-minded organisations and key decision-makers in their electorate.

Is supported by: State Support Organiser

Secretary

Convenes Group Meetings

- × Locks in meeting schedule based on availability of members.
- × Coordinates meeting venues and times to maximise attendance.
- × Takes lead role in group membership records.
- × Collates and distributes the agenda before the meeting.
- × Distributes the minutes (meeting notes) after the meeting.
- × Does not necessarily write the minutes .

Is supported by: Action Group Coordinator

Glossary

Organising Coordinator

Focuses on People and Relationships

- × Builds relationships with group members, a view to volunteer recruitment & retention.
- × Transitions members from Active to Core participation.
- × Assists the Coordinator in delegating activities related to organising - such as data management, social events and the well-being of the group.
- × Develops and leads an Organising Working Group once the group is large enough.

Is supported by: Action Group Coordinator

Campaigns Coordinator

Leads Campaigns

- × Ensures effective planning and delivery of the group's campaign tactics.
- × Liaises with State Campaigns Working Group to maximise. Develops and leads a Campaigns Working Group once the group is large enough.

Is supported by: State Campaigns Working Group

Training Coordinator

Leads Training Planning

- × Monitors and plans training needs of group members. Liaises with State Training Working Group to plan, deliver and link members to

training events.

Develops and leads a Training

- × Working Group once the group is large enough.

Is supported by: State Training Working Group

Facilitator (rotating)

Ensures meetings run well and

- × to time, balances members' needs with the group's needs to make timely and practical decisions and actions. Try rotating this role every 3-6 months. This gives people an opportunity to build their skills in facilitation but also allows lots of people to give it a go!

Is supported by: Action Group Coordinator

Core member

- × Actively participates in meetings and promotes a healthy group culture.
- × Attends meetings & events regularly.
- × May or may not be in a defined role.
- × Plays an active role in campaigning and contributes to working groups.

Active member

Attends some meetings and/or

- × campaigning events. Plays an active role in campaigning. Contributes when they can.
- ×

GetUp!
Action for Australia