

***How to start a  
new local  
Group***



**RoSPA  
Advanced  
Drivers  
and Riders**



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# Starting a new local Group

This document is intended to give advice about starting a new local Group

1. Often the process begins with a member of RoADAR or some other interested party such as an Approved Driving Instructor (ADI) who sees a need in their area for a local Group.
2. Sometimes the process is inhibited by the presence in the area of a strong IAM Group. Decisions must be made about how this may impinge on the efforts of a new RoADAR Group.
3. The starter will contact either HQ or the local Group Advisory Panel (GAP) member. If the former, then HQ must notify the latter and neither should go ahead independently. Communication is everything throughout the process.
4. If the starter is already a member of RoADAR that is helpful.
5. The first step is to ask the starter to read and examine carefully the Group Guidelines. They should be given the URL [www.roadargroups.org.uk/groupguidelines](http://www.roadargroups.org.uk/groupguidelines)
6. Having done 5 and asked any immediate questions they have of the GAP (or HQ), if they still wish to go ahead they should consider whereabouts they could hold an inaugural meeting and their intended coverage using post codes.
7. They can compose a letter or ask HQ to do it stating the intention to form a new RoADAR Group in the area. This gives venue, date and time and purpose of the meeting, which is to form a basic committee to get things off the ground.
8. Detailed content of the letter will depend on circumstances. But when it is ready it should be posted by HQ to all known RoADAR members in the given postcode areas.
9. The meeting should be attended by someone 'official' i.e. the chief examiner, the GAP member, the HQ member responsible for Groups. If none of these can attend, then an alternative must be considered. There must be adequate cover from HQ to give credibility and encouragement to the proceedings.

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10. Starting a new Group is a large undertaking and should not be underestimated. It involves a substantial commitment of time and energy if it is to prosper. Again, communication at all stages is essential.
  11. At the inaugural meeting someone from HQ or GAP should briefly introduce his colleague and RoADAR. The name of the Group must be decided. A Group Chairman must be elected. Other potential committee members should also be elected comprising at least a secretary, a treasurer and a training officer. At this point it is not essential that these officials should be members of RoADAR. In order to get the new Group off the ground enthusiastic people at the meeting may be put in office, although this should be seen as a temporary measure. In due course these officials must be full members.
  12. If the organiser can arrange tea/coffee and biscuits this will help achieve a smooth flow of the meeting and give people the chance to discuss any questions with those 'on the top table'.
  13. The names and addresses (or other means of contact) of all those present must be collected for notification of future events.
  14. Before the meeting is closed it must fix a date for the next meeting. The meeting should decide the best day(s) of the week for meetings. The committee must produce a meeting and notification of it.
  15. **The first Committee meeting**

Suggestions for the agenda for this and subsequent meetings. It is essential that a copy of the Group Guidelines is to hand for the Meeting since much of what is to be discussed is dealt with therein. It may also be useful to invite the GAP member to the meeting.

- a) Welcome to the first committee meeting of the ... Group.
- b) Apologies for absence.
- c) Notes of the Inaugural Meeting on...
- d) Matters arising from the meeting which may not be covered in this agenda.
- e) Secretary – inform HQ of the Group officials and ask that the chairman and secretary be put on the mailing list and the Group on the website. Prepare membership application forms.

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- f) Treasurer – subscriptions, how much?; Membership types (e.g. Full, Associate, Family, intermediate, Junior); bank accounts and signatories; membership list on computer database. The financial year should be decided in relation to the AGM.
  - g) Training officer – terms of reference; recruitment of tutors; training of tutors; required qualifications (these three items are very important); (tuition course; consider Keith Bamford's Guide to Advanced Driving Instruction - the RoADAR official Guide) Also other groups may have useful resource materials; discuss with HQ or GAP member. HQ must have a list of all current tutors.
  - h) Publicity officer – media (local radio, TV, press, perhaps an assessment drive for the motoring editor in exchange for article). Posters leaflets and business cards from HQ: posters from DfT.
  - i) Sales officer – Group rubber stamp; notepaper from HQ; anything from HQ regalia list. Local suppliers. Selling to members at discount creates Group funds. Supplies of *The Highway Code*, *Roadcraft* and the *Roadcraft DVD* – available for distribution to Associates? Also other Groups may have useful resource materials such as Keith Bamford's DVD on *Commentary Driving*. Find a source offering discounts of Group purchases.
  - j) Writing the Group Constitution to be submitted in draft to the GAP member and HQ. Eventually it needs to be approved by a General Meeting of members.
  - k) Group Newsletter – editor, how often run, how distributed (but no urgency at this stage).
  - l) President eventually, but only when Group is established.
  - m) Venue, frequency and time of Group meetings: dates for subsequent meetings – aim eventually to produce a full year's programme up to AGM – but at first programme for next two or three meetings.
  - n) Venue, frequency, day and time of committee meetings (suggest at least once per month especially in the early stages) again as soon as possible dates for remainder of year.
  - o) Committee minutes to be kept by secretary circulated only to committee members, and consider giving a copy to your GAP representative.
  - p) Inform Chair of apologies to decide if quorum is available.

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- q) Query another letter from HQ to member in area, or Group compose and send one.
  - r) Date and place of next meeting.