

## **Terms of Reference of SWVG Campaigning Group**

### **Purpose of Group**

- To identify and undertake campaigns to improve the lives of asylum seekers and refugees locally.
- To support relevant campaigns which improve the lives of asylum seekers and refugees nationally.

### **Group tasks**

- To identify which local asylum needs could benefit from campaigns, by consultation with visitor support groups, clients and other local organisations such as Southampton City of Sanctuary.
- Campaign plan: identify the best means of undertaking each campaign (e.g. via public media, social media, dialogue with politicians, co-ordination with other organisations, involvement of members etc.), develop a campaign plan, prioritise, programme and manage such campaigns.
- To research and prepare evidence to support campaigns (e.g. local and national statistics, case studies and statements).
- To identify which local or national campaigns (originated by other organisations) are particularly relevant to local asylum needs and to support these.
- To involve SWVG Members and Friends in campaigns.
- Seek suitable opportunities for SWVG to engage in helpful media events (e.g. on local radio) – not necessarily tied to particular campaigns.
- Co-ordinate SWVG meetings and correspondence with local MPs.
- To liaise with other sub-groups when appropriate, in particular the Communications sub-group and the Events sub-group.

### **Membership**

- Should typically have at least six members including:
  - At least one member of the Executive Committee.
  - At least one member of the Communications sub-group.
  - At least one member of the Events sub-group.

### **Frequency of Meetings**

- Monthly or according to need.

### **Quorum**

- Three members need to be present

### **Accountability**

- Reports to the Executive Committee
- Minutes to the Group Secretary for circulation to members of the Executive Committee

### Current membership

William Brook-Hart, Tristan Cummings, Ian Diver, Sue Jessup, Åse Feiring, Neil Merrick, Diane Prater, Lesley Sheldon-Browning

### Version control

		Notes
Version number	8	
Author	Campaigns Group	William Brook-Hart
Date approved by Executive (trustees)	Nov 2017	list of members updated by Campaigns Group 8 June 2019
Date due for review	Nov 2020	
Date added to website (with url)	4 Aug 2019	
Date put onto weekly news		
Date discussed at general meeting		