

# Group Leader and Contact Examples

*(Last Reviewed 11th Nov 2023)*

## Groups with a single leader

Many groups will have a single person who takes on all aspects of group leadership. For those groups, select the group role 'Leader' and simply click 'Yes' to include on the email distribution list, and show on the web page and group directory. Choose Yes for one or both of the show email/phone choices.

## Groups with multiple leader/contacts

Where you have multiple people involved in running a group, check the following:

- Have at least one person as 'Leader' - they will be shown on the 'Groups by Leaders' list on the main public website
- Ensure only one person has 'Yes' shown for 'Include in Group Directory'
- Any number of people can have 'Yes' for 'Include in Leader emails'
- If you are adding information for people other than yourself, and they are to be included on either the web page or group directory, please check with them their preferences for showing their personal email and phone number.

You may have members who are happy to help out with some of the group administration, but do not want to be shown anywhere in public. This is fine - the leader should simply add them (with whatever role) and leave all of their choices set to 'No'. That member will now be able to use this system. A common scenario will be for those groups who have 'membership secretaries' who take the register at meetings, perhaps send the fees to the treasurer. They will be able to manage the list of members, access up-to-date attendance registers etc.