

## Officer Roles, Member Responsibilities and Programme Action Groups 2022-2023

**Club officers** and **members** with specific roles and responsibilities (as outlined in the table above) continue to work closely with each other and with interested individual members as required in order to address **Club priorities** and complete identified tasks e.g. the Social Media Co-ordinator works closely with members who have agreed to undertake specific social media responsibilities. In order to facilitate members' knowledge of, access to and involvement in **Programme Action**, club members are able to meet as a small group organised within one of the **5Ps** (as outlined in the table below) to discuss, undertake, review and develop projects. **Programme Action**, as co-ordinated by the **PA Officer**, can then be reported at club meetings in more depth by focusing on each of the **5Ps** in turn. This not only addresses the priority that club meetings allow time for Programme Action but also provides support to the PA Officer in managing, monitoring and reporting on the programme. As **Partnerships** encompass the other 4Ps, the **PA Officer** leads on this aspect of work, supported by specific Executive Officers, with a **Convener** leading each of the other **4P Groups – People, Prosperity, Planet, Peace** (see Appendix 2 for associated Programme Action).

Although members may choose to belong to a particular 'home' **P-Group** to facilitate the discussion, delivery and review of Programme Action, members are neither involved in all the PA, nor limited to the PA, listed within that category. Typically, members are interested and involved in projects and activities across the 5Ps and this enthusiasm and flexibility is, of course, welcomed and encouraged.

Programme Action Groups (5Ps)	
Partnerships for the Goals (PA Officer: Sue Miller)	
<b>Members:</b> <b>President – Margaret Parsons (President Elect – Vacancy)</b> <b>Immediate Past Presidents – Anne &amp; Sue McS</b>	
<b>People</b> <b>Group Convener: Barbara Aryan</b>	<b>Prosperity</b> <b>Group Conveners: Jan Robinson</b> <b>&amp; Shirley Hallam Gould</b>
<b>Members:</b> <b>Linda B, Liz, Tessa, Rosemary, Claire</b>	<b>Members:</b> <b>Cynthia, Lesley, Alison, Marion</b>
<b>Planet</b> <b>Group Convener: Judy Donnelly</b>	<b>Peace</b> <b>Group Convener: Karen Hudson</b>
<b>Members:</b> <b>Karen, Linda, Sandra, Wynn</b>	<b>Members:</b> <b>Louise S, Margaret A, Pat, Louise B</b>

## SI Tynemouth, Whitley Bay & District Development Plan 2022-2023 – Appendix 2

### Programme Action – The Five Ps: People, Prosperity, Planet, Peace, Partnerships

Partnerships	
<b>17. Partnerships for the (UN Sustainable Development) Goals</b>	
<p style="text-align: center;"><b>Local Links</b></p> <div style="display: flex; justify-content: space-between;"> <div> Newcastle Building Society (AG)  Northumbria Police (AG)  <b>Harbour (President's Charity 2022-23)</b> </div> <div> Whitley Bay Fiesta (SM)  Heritology Project (SM)  Fish Quay Hub (JR) </div> </div> <p style="text-align: center;"><b>Global Friendships and International Links</b></p>	
People	Prosperity
<b>1. No Poverty</b> <b>2. Zero Hunger</b> <b>3. Good Health and Well-being</b> <b>4. Quality Education</b> <b>5. Gender Equality</b> <p><b>Projects and Activities:</b>  New Start Bags (and Care Bags) (AG &amp; SMcS)  Harbour Women's Refuge (AG)  YMCA (RW)  Barnardo's (RW)  Bay Food Bank (all)  Waterville Primary School (LBo)  Sewing Wiggly Bags and Beads of Courage Bags for children with cancer -RVI Oncology Unit (RW)  Knitting items for Kori Project (RW)</p> <p><b>Collections</b> – spectacles (and other items) for Manzini (MP), items for Kori (RW), bras (RW) and stamps (LJ) for Breast Cancer Research, Copper for Nepal,</p>	<b>7. Affordable and Clean Energy</b> <b>8. Decent Work and Economic Growth</b> <b>9. Industry, Innovation and Infrastructure</b> <b>10. Reduced Inequalities</b> <b>11. Sustainable Cities and Communities</b> <p><b>Projects and Activities:</b>  Smart Works (CB)  Local for local – (JR &amp; SHG)  North East Homeless - Fish Quay Hub (JR)  (including Tin-in-a-Club collections)  Meadowell Connected (LC)  Riverside Primary School (LC)  Tin-on-a-Wall (JR &amp; AP)</p>
Planet	Peace
<b>6. Clean Water and Sanitation</b> <b>12. Responsible Consumption and Production</b> <b>13. Climate Action</b> <b>14. Life Below Water</b> <b>15. Life on Land</b> <p><b>Projects and Activities:</b>  Litter picking (LJ &amp; JD)  Plastic Free Challenge (all)  Climate Action (LBo)  Friends of Brierdene (LBo)  Friends of Holywell Dene (LJ)</p> <p><b>Recycling Collections</b> – pens/pencils/felt-tips (JR)</p>	<b>16. Peace, Justice and Strong Institutions</b> <p><b>Projects and Activities:</b>  Lobbying (BA &amp; LS)  Significant UN Days e.g. <ul style="list-style-type: none"> <li>International Day of Peace</li> <li>International Women's Day</li> </ul> 16 Days of Activism (KH &amp; LS)  DIVA Walk</p>

## **SI Tynemouth, Whitley Bay & District – Club Development Plan – Appendix 3**

### **Programme Action and P-Groups: People, Prosperity, Planet, Peace and Partnership**

As a Club we seek to maximise opportunities to ‘add value’ to our chances to make a difference. We do this by balancing work in small groups, P-Groups, where we can get to know each other well and respond quickly, with keeping the whole club aware of what is happening so we are always moving forward together.

#### **Delivery of Programme Action tends to happen as follows:**

- Individual members hear of an opportunity to act.
- Initial discussions take place by email, telephone, at a club meeting, at a social gathering or in a P-Group.
- The President is alerted by email to the idea.
- If this is a relatively straightforward ‘ask’ needing immediate action in a tight time frame e.g. raising funds for Ukraine by selling ribbons or buying Christmas puddings for the Fish Quay Hub or recruiting members to contribute to an event like Fiesta then the matter is brought to the Club’s attention by email and/or via a club meeting.
- This allows other members to be aware of what is being proposed and to assist with direct action or simply by telling others about what we are doing.
- Similarly, the relevant officers, in discussion with members, can agree what action they could take to support the idea.
- If this is a longer term piece of Programme Action needing a more detailed and complex response e.g. Toilet Twinning then the President asks appropriate officer/s to work with the relevant P-Group/s to help them to scope out the opportunity, agree timescales, funding routes, roles and responsibilities, reporting mechanisms, communications etc.
- All activities are summarised at the club meetings as part of the PA report.
- Where appropriate, more detailed updates of these activities are given as part of the regular P group ‘input’ at Club meetings and in reports to SIGBI.

#### **The Role of the Convener (of a P-Group)**

- Arrange meetings as required in order to review current Programme Action and discuss potential development of PA related to the specific UN goals within their category.
- Seek views of all members of the group through face-to-face or virtual meetings by email, text or telephone; or, any combination of these.
- Inform the President and PA Officer of ideas for progressing projects or new opportunities.
- Co-ordinate feedback from the group to share with club members at regular club meetings throughout the year – display, PP presentation, group activity/workshop, speaker etc. could also be considered. (This informs the bi-annual review of the PA section of the Devpt. Plan)
- Liaise with the Partnership Group, P-Group Convenors and their P-group members as appropriate.
- Work with the PA Officer to support members to access and complete PA reports on the SIGBI database.

**The Role of the P-Group** is to maintain, monitor and review projects assigned to their particular P Category; discuss ideas for progressing projects; and, seek new opportunities to act and scope out possibilities on behalf of the Club - and then bring their suggestions to the Club for discussion, agreement and action - **“The P-Groups make suggestions; the Club makes decisions”**