



Neighbourhood Support Group

Contact person

Role description

Your group area:
Your group number:

Thank you for being willing to be the contact person for your Neighbourhood Support group. This role helps neighbours to keep in contact with each other and helps them to keep themselves safe. It also helps us to support your group with relevant information and resources, and advice.

With your help we are able to:

1. **Keep in contact with your group.** Please pass on information from us to your group, and from your group to us. If your group has any questions or needs advice feel free to ask us!
2. **Supply your group with a contact list.** Please pass on the contact list to members in the group and try and update the list about once a year (or as new members join)

How people can join your group

New members can register via our website nsnelson.org/get-involved/join-a-group/ or you can do it for them.

Or you can give them a membership form and post the form to us, or scan the form and email it to us. If you'd rather just email their details to us, that's fine too.

Updating members' contact details

Existing members can update their details via our website nsnelson.org/members/update-contact-details/ or you can do it for them.

Or you can email their new details to us, or fill out a new membership form for them and post the form to us.

3. **Distribute the Neighbourhood Support Nelson newsletter.** We send out a newsletter/e-newsletter four times a year (February, May, August, November.) If you're going to be away during these months please let the Neighbourhood Support co-ordinator know so we can make other arrangements. The newsletters are also available on our website nsnelson.org/about/newsletters/
4. **Send the group e-mail crime alerts about what is happening in your area.** Occasionally we send out alerts from the police via email. If you do not have an email address then you can ask someone else in your group to be the contact for emails.
5. **Keep the group active.** You can encourage people in the group to get to know at least 1-2 others in the group.
6. **Have a point of contact** for Civil Defence emergencies.

NB. Anyone in the group can invite new neighbours to join as long as you are happy that the size of the group is manageable.

You DO NOT need to:

1. **Organise social events if you don't want to.** But if someone else is keen to organise a social gathering, encourage them to do this. It's a great way for people to connect.
2. **Report neighbours' crime incidents to the police.** People need to take responsibility for reporting incidents to police themselves. But it's a good idea to let the group know if a crime has occurred in the neighbourhood, so they are aware.

Useful resources



Map of groups

You can find groups near you or help friends find a group in their neighbourhood using the map on our website nswelton.org/get-involved/groups-near-you/



Tips on safety

You can find tips on safety and emergency preparedness on our website (see the resources page) and on our Facebook page.



Photos, stories

You'll find stories and photos of neighbourhood events and projects at nswelton.org/about/stories-photos/ and on our Facebook page



Resources, forms

You'll find membership forms and other resources for groups at nswelton.org/resources/resources-for-neighbourhoods/