



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 nsw.org.nz/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 nsw.org.nz/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. **Send our weekly to fortnightly e-mails to the group.** We email information from our partner organisations, this is primarily the crime reports from the Police, but it does also include information from Civil Defence, Fire and Emergency, Age Concern.
4. **Distribute the Neighbourhood Support Nelson newsletter.** We send out an e-newsletter four times a year (February, May, August, November.) We also provide a basic printed copy of the newsletter for people who do not have emails. If any of your group members do not have email, please let us know and we will post newsletters to you for you to pop in their mailbox. 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 nsw.org.nz/about/newsletters/
5. **Distribute information about Neighbourhood Support Nelson's initiatives.** We seek to support groups to keep people connected and to build resilience at a neighbourhood level in case of emergencies. We encourage you and your group to participate in our initiatives.

- 6. Keep the group active.** Please encourage people in the group to get to know each other. A good way to do this is to organise an annual social gathering, which could simply be a cup of tea. You do not need to be the person who organises this, but please encourage someone to take on this role as social connection is so valuable.

Neighbours' Day Aotearoa (27 March to 5 April 2020). We secure some funding to be able to provide a number of meat or bakery vouchers to groups during Neighbours Day to encourage you to get together and connect. These vouchers are distributed on a first-come-first-served basis once they have been promoted.

If your group wants to develop your own project, please do let us know about it as other groups may be doing something similar and it could be valuable to connect. We may be able to support in other ways too.

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.

- 7. BBQ Trailer.** Neighbourhood Support Nelson has a community BBQ trailer which is free to use by our groups. It needs to be booked, again on a first-come-first served basis. You can book it through the website at <https://nsnelson.org/resources/bbq-trailer/> or you can email us requesting a booking form.

8. Neighbourhood Support Contact Details:

Coordinator: Aniquah Stevenson

Email: aniquah@nsnelson.org

Phone: 021 074 7401

- 9. Useful Resources.** Please check out both our website and the national office's website at <http://www.neighbourhoodsupport.co.nz/> for further resources or get in touch with us.