



# Setting up a New Group

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## Overview

There are just three criteria to start a new group:

- Enough interested people. There is no minimum number required, but each person must be a member of the Australian Sewing Guild.
- A venue at which to meet. Initially it could be someone's home if the group starts with only a few members. If you need to hire a venue, think about costs. Can you afford the rent?
- A designated contact person or Group Coordinator.

Groups may be as formal or informal as they wish. Depending on the size of the group, you may want to nominate other people to fill various roles - e.g. treasurer, project coordinator, events coordinator, etc. Decide amongst the members how you wish to organise the group.

A Group may belong to an established Region or it may exist independently of a Region.

# Procedure

- ***Find an affordable venue.*** Think about how many members you are starting with, how much you will charge for the monthly meeting fee and what your monthly expenses will be (e.g. rent, tea, coffee, etc.) You need to consider if the group will be financially viable and the venue hire will be the biggest expense. Note that it is not mandatory to charge a meeting fee. If your venue is free it may not be necessary.
- ***Decide on a name for the group.*** To make identification easier, you might consider including the geographical location in the name of the group (e.g. Bulimba Belles, Cessnock Sew-Goods).
- ***Decide the frequency of meetings and the meeting date(s) and time.*** This is decided by the group as a whole. The majority of groups meet just once a month, although there are a number that meet twice and even four times. Do your sums - venue hire and number of members will help determine frequency if you are thinking about more than once a month.
- ***Complete the New Group Agreement Form*** found on the [Documents and Resources](#) page. The completed form is sent to the Web Administrator ([web@aussew.org.au](mailto:web@aussew.org.au)) who creates a new group for the website database and adds the members to the group.

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