



Role of NAG London Group Co-ordinator

The **NAG London Group** is one of several Project Groups within the NAG structure. As such it operates within the NAG ethos and with a degree of freedom. It is accountable to the NAG Management Collective (Mancoll). Details of the above are available on the NAG website at www.naturistactiongroup.co.uk.

All people holding responsibility within NAG are volunteers. **It is NOT essential for the Co-ordinator to be an activity organiser.** The main function is to encourage volunteers to arrange and promote campaigning activities as relevant.

Key points about the Co-ordinator role are:

- To be the information focal point, for naturists and others, to find out about the NAG London Group and its activities. For this reason the co-ordinator should live in London*
- To ensure (with London NAG supporters) that incoming enquiries, relating to NAG London Group via the NAG national phone line **0844 357 5196**, are successfully dealt with
- To maintain secure email and contact details lists of NAG London Group participants, in line with law and GDPR, and with support from the NAG Data Protection Officer
[*This could be keeping the lists on a plug-in memory stick, not on a computer*]
- to encourage other volunteers to arrange and promote NAG campaigning activities
[*When a contact phone number or email address is to be given for a specific activity, then under GDPR rules each time the individual concerned has to agree what personal contact details will be published*]
- To ensure that Group meetings are held, for the planning and sharing of information on NAG activities in London. Other members of the Group will play key roles in setting up meetings, including sharing the chairing and note-taking at meetings
- To ensure that records are kept of meeting decisions and are then made available to all Group participants
[*Under GDPR no personal contact details shall be written in meeting records*]
- To arrange for the NAG Mancoll to receive reports on NAG London meetings and activities.
- To ensure that NAG is not brought into disrepute through actions of the NAG London Group.

* A personal email address (name) @naturistactiongroup.co.uk will be set up for the Co-ordinator. This should be used for NAG business, as it will protect the security of your personal email address. An official NAG letterhead can also be created. The NAG London Group Co-ordinator will be able to call on other NAG officers for support, when required.

John Paine, Chair of NAG 2 January 2021