

Family Carer Group Checklist

The list is designed to give some ideas of how to create a family carer group.

Is there a group already active in the area?

- Research what groups already exist.
- Visit similar groups to find out what works well.

Who could you ask to help?

- Consult with professionals who may be aware of others with similar concerns.
- Approach those people you've identified.

Where, when, and how often will the group meet?

- Are potential venues convenient and accessible?
- Decide on the group's purpose and frequency of meetings.
- Identify suitable venues.

What would you like to achieve from an initial meeting?

- Arrange a planning meeting to finalise the above and decide on things like the name of the group and who can join.

How will group responsibilities be shared?

- Consider forming an organising group / committee.

How will the group be structured?

- Develop terms of reference.

What community resources or sources of financial support are available?

- Open a bank account.
- Create a simple budget.
- Fundraise, apply for funding etc.

How will you advertise the group?

- Organise publicity.

What admin procedures need to be put in place?

- Create simple systems for keeping appropriate records.

What legal requirements need to be met?

- Arrange public liability / other insurance as necessary.

How will you welcome and include new members?

- Establish clear ground rules.
- Integrate practices that set the right tone for the group.

Is your programme relevant to the group's members?

- Get regular feedback from those involved in the group.
- Change and adapt as necessary

Working together to ensure family carers are visible, valued, supported and connected.