

Core Team Meeting

Once you’ve assembled your core team to launch your local ACF Community Group, you’ll want to organise a Core Team Meeting. The purpose is to get to know each other better, reiterate your group norms and strategy and then plan recruitment for your Crew Team Meeting where you will invite additional supporters to join you in planning for a Community Recruitment Event.

Sample Agenda for your ACF Community Group’s first Core Team Meeting


Facilitator:

Note taker:

Time keeper:

Be sure to track attendance ([pass around this sign-in form](#) or use your own)

Timing (minutes)	Section
3	Acknowledgment of Country and Overview of Agenda
5	Introductions Say your name, where you live, what you do when you’re not volunteering with ACF and one word that describes why you are taking action to speak out, show up and act for a world where forests, rivers, people and wildlife thrive.
5	Reaffirm your Group Norms Your group will want to set clear expectations for how to govern itself in your work together. <ul style="list-style-type: none"> ● How often will your group meet? Where? When?

	<ul style="list-style-type: none"> • How will you manage meetings, decisions and commitments? • How will you correct ground-rule violations so they remain real ground rules? • How will you communicate between meetings and events and share resources with one another? (Email, Facebook Group, Slack Channel, Google Group, etc) <p>Initial norms guide your group in its early stages as members learn how to work together. Norms can be refined through regular group review of how well the group is doing. Groups with explicit operating rules are more likely to achieve their goals.</p> <p>Need some help? Check out the Developing Shared Group Norms Worksheet here.</p>
5	<p>Restate ACF's Theory of Change and Campaign Strategy</p> <p>ACF Theory of Change</p>  <p>Our long-term vision: A world powered by sun, wind and waves where rivers, forests, people and wildlife thrive.</p>

	<p>To get there the movement needs to achieve this ultimate goal: Adani is stopped and Australia transitions fairly from dirty energy to 100% renewable energy by 2030.</p> <p>This requires that governments stop their political and financial support for coal, like Adani’s Carmichael mine, and increase their political and financial support for renewables.</p> <p>To do this we must build power, change the story and fix the system.</p> <p>ACF is part of two big alliances – to Stop Adani and to Repower Australia with 100% clean energy.</p> <p>Stop Adani</p> <p>ACF is part of the Stop Adani Alliance – a growing network of organisations, representing 1.5 million Australians who stand together to stop the Adani Carmichael coal mine, rail and port project. The campaign to stop Adani is fast becoming the biggest movement in the country. We can win, and it’s going to take all of us.</p> <p>REPOWER</p> <p>ACF is part of the #Repower alliance, a movement of Australians working together to power our country with abundant energy from the sun and wind. Together we’re taking on the big polluting companies and demanding our elected representatives step up and lead a fair transition from dirty fuels like coal and gas to clean, renewable energy.</p>
2/PERSON	<p>Story of Self</p> <p>Get to know one another by sharing why you are taking action to speak out, show up and act for a world where forests, rivers, people</p>

	<p>and wildlife thrive. Have each person share why they are here today. You can use the following questions as a guide.</p> <ul style="list-style-type: none"> • Why do you care about campaigns to protect our environment? • Have you volunteered with any environmental campaigns before? • Are there other factors in your life that have pushed you to be more involved in this campaign? • Why did you decide to get involved and what do you hope to accomplish?
5	<p>Restate your ACF Community Group’s Shared Purpose</p> <p>ACF Community Groups support ACF’s National Campaigns and strategy to speed the shift out of coal and into clean energy, and they have the independence to determine their local tactics and local campaign goals.</p> <p>All ACF Community Groups agree to the following ACF Community Principles:</p> <ol style="list-style-type: none"> 1. We are purposeful & focused 2. We are bold & credible 3. We find common ground with unlikely partners 4. We engage positively in politics 5. We’re respectful & inclusive 6. We are independent & non-partisan 7. We speak out with united but independent voices 8. We act lawfully 9. We cherish life 10. We respect culture and country <p>You can read the full ACF Community Principles here.</p>

We have a big goal: Adani is stopped and Australia transitions fairly from dirty energy to 100% renewable energy by 2030.

This requires that governments stop their political and financial support for coal, like Adani's Carmichael mine, and increase their political and financial support for renewables.

To do this we must build power, change the story and fix the system.

Here are examples of local goals that your ACF Community Group can aim for to help us reach our national goals.

LOCAL GOAL – BUILD PEOPLE POWER

What does success look like? You move from acting alone to working with a small group of people who meet regularly, grow and are sustained. Together, you create a local strategy and tactics to achieve your campaign goals. You have fun. You feel part of a bigger, shared national purpose.

LOCAL GOAL – CHANGE THE STORY

What does success look like? Your local group's actions, activities and opinions and those of influential local voices your groups has organised are appearing in local media.

LOCAL GOAL – FIX THE SYSTEM

What does success look like? Your local MP is advocating to stop damage to our climate for a better world – by stopping Adani, phasing out coal and repowering Australia with 100% clean energy.

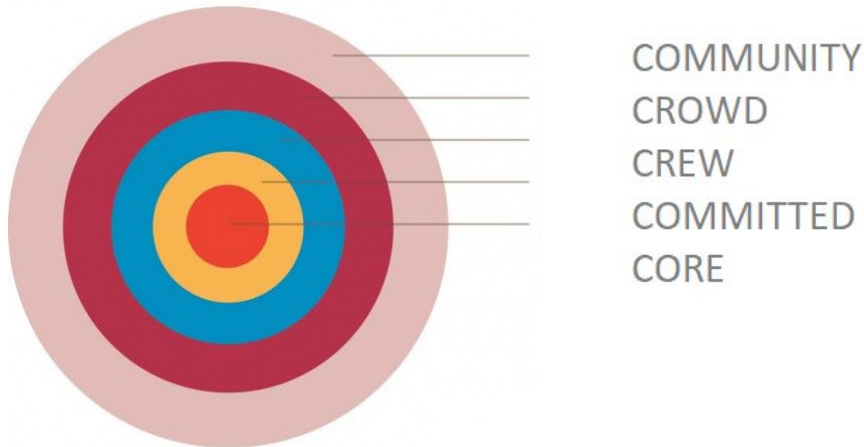
LOCAL TARGETS

	<p>Federal MPs: With a federal election coming up as early as Sept 2018, our political targets are focused on federal MPs. They are elected by people in their home electorates. If their communities speak out, stand up and pressure, they know to keep their support they have to act.</p>
3	<p>Resources and Support from ACF National</p> <ul style="list-style-type: none"> ● Organisers support you to build your team, run strategy and planning sessions with you, provide ongoing coaching and training (like how to meet with your MP, work with the media etc). ● Campaigners share campaign strategy and resources, and help connect you to allies across the climate and environment movement. ● Monthly ACF Community Webinars - get campaign updates skills trainings, ask questions, and learn from other groups. ● Big moments to get the community back together - including an end of year celebration. ● Online resources - fundraising platforms, group logos, platforms to sign up new volunteers and create events, assistance contacting ACF supporters in your area, social media shareables, access to slack ● Printable materials - template flyers, sign up sheets, stickers, campaign resources, action tool kits... and more!
10	<p>Roles within your Group</p> <ul style="list-style-type: none"> ● Volunteer for roles. Figure out how to divide roles and responsibilities among your group. This can look very different depending on who's in the room, but at a minimum, you probably want: <ul style="list-style-type: none"> ○ Group Coordinator(s): 1-2 people responsible for overall group coordination. This involves developing meeting agendas and facilitating group meetings and working directly with an ACF Organiser to ensure your group is connected with ACF's National Campaigns and strategy. ○ Meeting Coordinator (minutes and logistics): This person supports the group by scheduling and reserving spaces for regular group meetings. They also take and share meeting minutes and coordinate any other meeting logistics like coordinating any snacks and/or refreshments for meetings.

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| | <ul style="list-style-type: none">○ Group Communications/Social Media Coordinator: This person is responsible for facilitating group communications in between meetings and events. This could mean moderating your group’s Facebook Group or Slack Channel as well as promoting upcoming meetings and events to your group.○ Media Coordinator: This person is your group’s designated media contact. They are responsible for drafting and sending media releases for local group events and for building relationships with local media contacts.○ MP Engagement Coordinator: This person is responsible for tracking your local representative’s events, scheduling lobbying meetings with them and following up after the meetings.○ Events Coordinator: The Events Coordinator helps ensure your group’s public events and actions are a success. They help reserve spaces for the events and create event pages to promote them.○ New Membership Officer: They help grow and maintain your group’s membership by building relationships with new members, distributing and collecting meeting and event sign-in forms and following up with new volunteers to invite them to the new meeting or event.○ In addition to these roles, ask attendees how they want to contribute to advocacy efforts: attend events, make calls, host meetings, engage on social media, write op-eds for local papers, etc. |
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Planning for your Crew Team Meeting



Now that you've held a successful Core Team Meeting, you'll want to organise a Crew Team Meeting.

The purpose of the Crew Team Meeting is to build your group's capacity to organise a successful Community Recruitment Event.

Each person should take a minute to brainstorm 2-3 people who they will invite to attend the Crew Team Meeting and help with planning for the Community Recruitment Event.

Your invitees could be family, friends, neighbours, co-workers or anyone else you know who is keen to help create a future powered by sun, wind and waves where rivers, forests, people and wildlife thrive.

	<p>Once you have your 2-3 people in mind, you should decide how you will recruit them.</p> <p>The most effective way to recruit someone is to have a face-to-face conversation with them. If that's not possible the next best way is to have a phone conversation with them and then email them.</p> <p>Not sure what to say? Check out ACF's Conversations That Matter Worksheet here.</p>
3	<p>Next Steps</p> <ul style="list-style-type: none"> ● Remind everyone of the agreed upon means of communication <ul style="list-style-type: none"> ○ How will you communicate between meetings and events and share resources with one another? (Email, Facebook Group, Slack Channel, Google Group, etc) <ul style="list-style-type: none"> ■ If you decide to use Facebook or Slack, let your ACF Organiser know so ACF can set up a group (on Facebook) or channel (on Slack) for your group. ● Agree on date, time and place for your Crew Team Meeting <ul style="list-style-type: none"> ○ ACF recommends holding your Crew Team Meeting 2 weeks after your Core Team meeting. That gives you ample time to recruit more members to join. ● Set a goal for bringing new people to the Crew Team Meeting <ul style="list-style-type: none"> ○ Have each person share their recruitment commitment (who they plan to invite to attend the Crew Team Meeting) <p>Congrats on hosting a successful Core Team Meeting! Be sure to check in with your Organiser to get support for planning your Crew Team Meeting.</p> <p>You can also check out the Crew Team Meeting agenda here.</p>