

SETTING UP AND RUNNING A TAG

Thought and Action Groups (TAGs) refer to groups of contributors who either meet in a geographic location, or who come together from across all countries/regions to focus on a specific topic or sector.

Engage for Success (Efs), aims to harness energy, enthusiasm, and time available in a flexible way, to capture momentum and keep the movement current and relevant. Thus, there is a high degree of flexibility in the way the various groups organise themselves.

All TAGs are expected to actively provide opportunities to involve other volunteers and organisations. When running events there are occasions when charging or sponsorship are appropriate. These are when funds need to be raised to cover the costs of running an event – venue hire, lunches, unavoidable speaker fees, etc. The expectation is that costs should be quantified as accurately as possible so that a profit (or loss) is not an expectation, an event should not go ahead unless all the costs are being covered. When running an event, the overall impression must be that it is an Efs event and not a sponsor's or other organisation's event. Any personal data collected when organising an event must be processed in accordance with Efs's Data processing policy. TAGs may also seek sponsorship to fund research, publish reports, cover the costs of launch events, etc. Again, the aim should be to cover costs and not seek a profit. Efs do not, in any circumstances, promote any sponsors, suppliers, organisations, providers, vendors or methodologies and TAGs are expected to adhere to this principle.

Area Network Set-up

The number of Area Network Ambassadors is limited only by the extent of the audience in any particular area. Anyone wishing to become an Area Network Ambassador is asked to contact the Area Network TAG Hub Lead.

Topic and Sector TAG Set-up

Topic and Sector TAGs are encouraged to consider how their topic connects with the three strategic themes of **Health and Wellbeing, Good work and People Productivity**. There is no expectation that all Topic and Sector TAGs will necessarily produce an output such as a diagnostic tool, case study or report, although many do.

Anyone wishing to set up a Topic and Sector TAG is asked to submit a proposal using the guidelines which can also be found on the website. If in doubt, please ask one of the TAG Hub Leads. All proposals are reviewed by the TAG Steering Group which meets monthly.

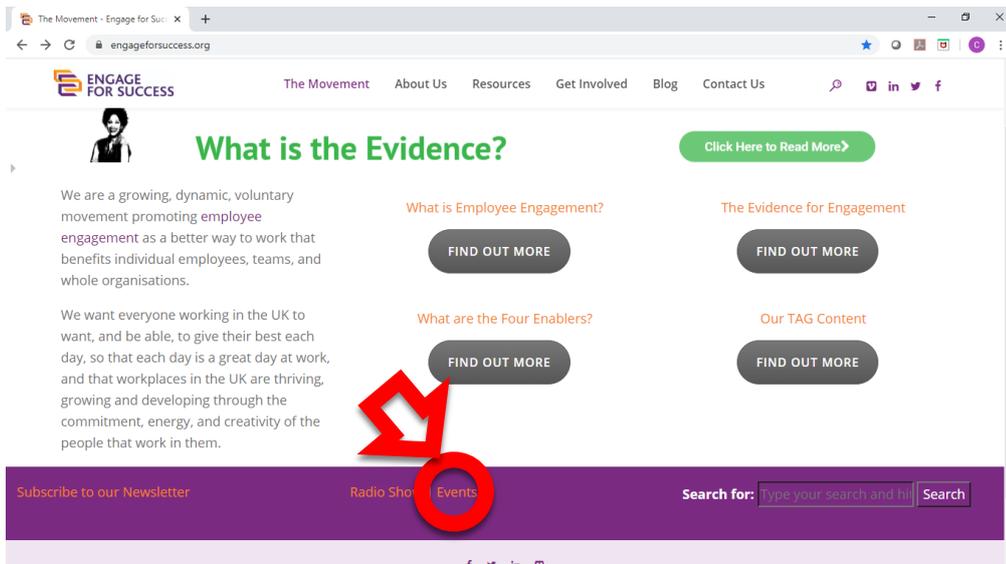
What you can expect from your involvement with Efs

- Working together with passionate, engaging colleagues, contributing to a movement that promotes employee engagement as a better way to work.
- Learning and developing new knowledge and skills.
- Making a difference.
- Being part of the Efs network with access to the Efs Core Team colleagues working within one of the four Hubs: TAG, Comms, Partnership and Volunteer.
- Whilst taking on additional work on a volunteer basis can be time consuming, those involved will tell you that it is worth the investment and is very rewarding.
- Other Ambassadors or Topic & Sector TAG Chairs/Leads are always happy to have a chat and share their experiences if you want to know more.

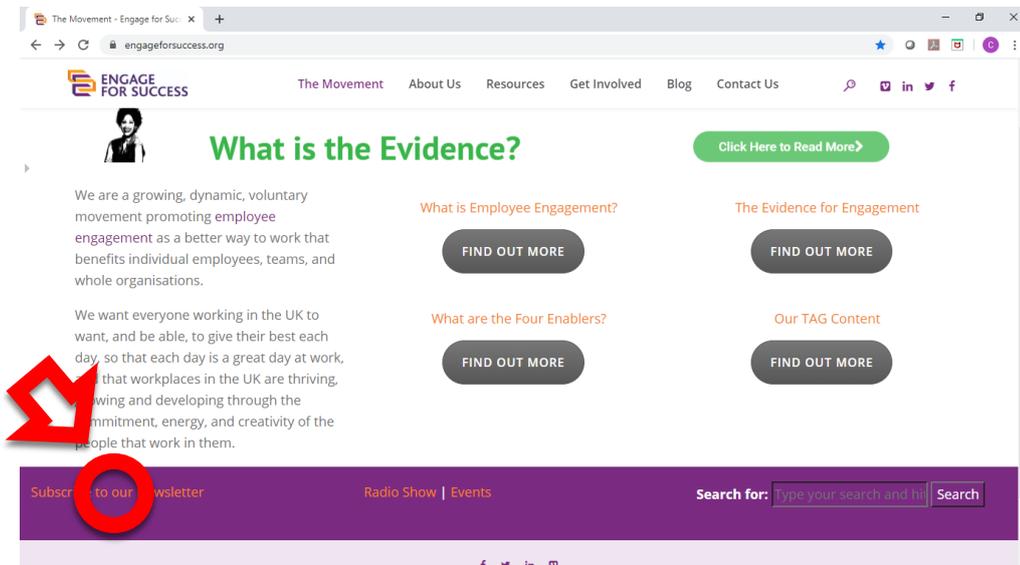
What EfS expects from you

In contributing to the work of the movement you become EfS! We are a devolved movement of volunteers. Where we identify issues, we offer solutions and proactively address any barriers to progress.

- All events must be added to the events calendar which is maintained on the website. The screenshot below shows where on the website you access the self-serve function to add your event.



- Provide text describing your TAG to the Comms Hub team so they can add to the EfS website. To commit to keeping this info up to date.
- To contribute to the newsletter, blog posts and other ways of getting the message out there. Anything you can do to help spread the word is appreciated. If you have ideas and need help to work out the best way to get them across, please make contact with one of the members of the Comms Hub who will be able to help.
- The screenshot below shows where on the website you can subscribe to the weekly Newsletter.



- We need to be able to connect and so we need an up-to-date contactable e-mail address that you will be happy for us to use. This is the email address that will appear on the relevant page of the website and our internal systems.
- We expect that as volunteer contributors we will all dip in and out of our activity as necessary to fit in with our other priorities. For this reason, most groups find it works best to operate with a reasonably sized team so that others can step up if someone has to step back for a period.
- If you intend to stop volunteering or go on extended leave, please let us know so we can remove your contact details from the website. This will also allow us to discuss what is happening with your group in your absence.

In providing your details you commit to following these guidelines.