

## **Community Leader Agreement**

We're creating the Plastic Free Community network to free where we live from single-use. Together we're tackling avoidable plastic from the beach all the way back to the brands and businesses who create it.

It's not about removing all plastic from our lives ... it's about kicking our addiction to throwaway plastic and changing the system that produces it.

At SAS we will always be aware and grateful that you are giving your time and expertise in helping us to do this. In fact, when it comes to ensuring that the Plastic Free Communities (PFC) campaign is a success, it's impossible to overstate how vital and inspiring your efforts will be!

We are looking forward to working with you and hope that your experience as a Community Leader is as successful and enjoyable as possible. With this in mind it is important to communicate and agree upon what we expect from you and, equally importantly, what you can expect from us.

We hope that the following points serve as reference points for both parties as your role as a Community Leader evolves. Please read this document thoroughly and let us know by email or post that you are happy with the points laid out within.

### **SAS Expectations of Community Leaders**

These are the actions and activities that you are agreeing to take part in as a PFC Community Leader.

- **Plastic Free Communities Objectives** - SAS has outlined five objectives for you to work towards in your community, these objectives are outlined in your community toolkit. For PFC status to be awarded to your area, it is required that all of these five objectives are completed. These objectives will see you connecting with your community, local businesses and council on behalf of Plastic Free Communities. Therefore, SAS's code of conduct applies to you at all times during the project. If the code of conduct is broken SAS has the right to review your future involvement with Plastic Free Communities.

- **Reporting to SAS HQ** – It is really important for us to know what progress you are making in your area, mainly so we can celebrate the amazing work you are doing! We can't do this without hearing from you, so it is vital that you update SAS with your progress. We suggest a quarterly update using the reporting forms we send you on sign up.
- **Media and Press** - We do not want to take over anyone's existing efforts, but simply connect a wider group, on a national scale, towards the same goal. However, if you have signed up for the project under the name of another community group, organization or another campaign, it is expected that during any media publicity that you will also mention SAS and Plastic Free Communities alongside your own organisation.
- You are using the Plastic Free Communities framework and assets provided by Surfers Against Sewage to connect into a wider, national campaign.

**Code of Conduct and Background** - when you are representing Plastic Free Communities publicly or digitally it is expected that you will;

- **Act** in a suitable and **responsible manner** that doesn't bring PFC into disrepute, through online presence, physical presence at events and behaviour when representing PFC in your community.
- **Share** the views and policy of PFC to ensure consistency of messaging across all channels.
- **NOT** be under the excessive influence of alcohol.
- **NOT** be under the influence of, take or discuss drugs.
- **Working with children and vulnerable adults** – By signing this agreement you are stating that you have no un-spent convictions (or other reasons) that prohibit you from the above and would pass an enhanced DBS check if required.

### **Community Leaders and Regional Reps**

The Community Leader position is open to all and so it may be that during your time as a Community Leader that others ask to work in your area. It is expected that existing Community Leaders will warmly welcome new additions to their PFC team and give them a break-down of progress made so far.

Community Leaders are not employees of SAS, SAS volunteers or SAS Regional Reps. They are leading a community model, using the Plastic Free Communities framework.

We have an established team of SAS Regional Reps all around the country. These reps are highly trained (most of whom have been with us for many years!). The Reps are an integral part of our team and have been crucial in leading the development of SAS over the years.

Surfers Against Sewage would not function without the efforts these Reps put in and we wouldn't be where we are today without them. The Reps are essentially an extension of SAS HQ that reaches further afield across the UK and they will be thrilled to have you working with them on Plastic Free Communities

If you are located in an area where we have a Regional Rep, we will put you in touch so you can collaborate.

### What you can expect from us

We hope that you'll discover that the benefits of becoming a Community Leader works both ways; these are just some of the things that you can expect from us when you join the team:

- **Support and honesty** – we will offer advice and information about any objective or the project as a whole to help you do the best job you can as a PFC Community Leader
- **Resources** – we will provide you with PFC toolkits, guidance and resources once you have signed up with us. These resources will act as your reference tool and more often than not will answer all your questions. The [plasticfree.org.uk](http://plasticfree.org.uk) website is also designed to answer FAQs and provide useful tips.
- **Being part of a community model** - you are part of a team of enthusiastic, like-minded individuals! It is expected that the role fits into your lifestyle, but this requires you to find community members to lead aspects of the campaign, for example taking responsibility for an objective or social media. This is a community effort and should not be completed solely by you as lead.
- **The five objectives** – these are a proven route to success and are there to focus your efforts and also protect you. They give you the ability to say 'no' to wider demands or projects should it be necessary.
- At SAS we believe that a dramatic reduction in plastic pollution will require changes in attitudes, laws, policies and markets. Some of this can be done at a local level but **we also want to work together nationally**. We will keep you updated on our national campaigns through our social media channels and your monthly Community Leader email and we encourage you to share actions and updates within your community.
- Being a PFC Community Leader will also **look great on your CV** and could help with future job applications.
- **Fun** - Being part of such an enthusiastic and engaging network, meeting new people, developing ideas and joining in at events.

### **Working with data (GDPR)**

As a community leader, you may be collecting data from participant businesses, organisations and individuals as you work on your campaign. When you sign your community lead agreement, you take responsibility for handling this data and ensuring you don't break GDPR rules.

1. Please do not collect personal data on behalf of SAS (e.g. addresses, email addresses, phone numbers.)
2. You are responsible for any data you collect for your local activities, so make sure you are GDPR compliant. There is more info here: <https://www.institute-of-fundraising.org.uk/guidance/key-iof-guidance/understanding-gdpr/>

### **Consent to use your data**

For you to be a community leader and for us to process your information under GDPR data protection laws we need your consent to process your information.

Please review and fill in the below form in full. You can adjust your privacy settings at any time by contacting our team on [info@sas.org.uk](mailto:info@sas.org.uk) or 01872 553001.

At SAS we care about our supporters and people that are involved in our projects and are deeply committed to protecting their privacy and respecting their data. We hope this demonstrates that commitment to you.

#### **Consent Information**

Address:

\_\_\_\_\_

*Address*

Full Name:

\_\_\_\_\_

*Last*

*First*

*Initials*

\_\_\_\_\_

*City*

*State*

*ZIP Code*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_

By signing this Community Leader Agreement you are agreeing to the reasonable expectations set out above, overleaf and within this manual. To comply with GDPR Data Protection laws you consent to us passing your contact details and other data to people in your area that contact SAS to find out who the main community lead is in the area. You also agree to us processing your data for the purposes of Plastic Free Coastlines, Plastic Free Communities, communication with you about your plastic free community and keeping you up to date.

Signature of Applicant.....

Print Name.....

We are all connected through the Plastic Free Communities project due to our mutual desire to protect our environment and reduce our reliance on avoidable single-use plastics. If you haven't already, sign up for an Individual Action Plan at [plasticfree.org.uk](http://plasticfree.org.uk) as this is a good starting point to get underway with the project.

Once again, thank you for support and welcome to the team! Let's free where we live from single-use.

Team SAS  
[plasticfreecoastlines@sas.org.uk](mailto:plasticfreecoastlines@sas.org.uk)