



Lapidus Group Guidelines

1. The purpose of Lapidus International Groups is to provide regional networks for members and to provide local opportunities for writing for wellbeing, as well as information, advice and support to members.
2. Every group should have a Coordinator to act as a central information point.
3. Every group should use the approved and up to date Lapidus logo. Please email info@lapidus.org.uk for a copy.
4. Lapidus Groups are asked to provide information for the Lapidus newsletter which is sent to members on the 1st of every month.
5. Lapidus Groups are required to share a written report of their year's activities in advance of the Annual General Meeting which is held in November each year.
6. Each group needs to manage its own finances. Lapidus International is not able to hold money on behalf of regional groups.
7. Each group needs to ensure they are suitably insured for any public events.
8. Regional groups cannot use Lapidus data (e.g. members' names or email addresses) outside the organisation for personal gain and/or research purposes without the express permission of the Lapidus International board. This means that groups cannot use members' emails to promote private events.
9. Regional groups should satisfy themselves that those members who run groups and events are competent and equipped to facilitate writing for wellbeing events.
10. Due to GDPR regulations, we cannot provide regional groups with the contact details of Lapidus members. However, our Membership Coordinator can send information about local groups to members and ask them to get in touch if they're interested in joining. We can also publicise your group via Lapidus social media channels and in our monthly newsletter. Contact Flo, Membership Coordinator for more information: membership@lapidus.org.uk.