

**STEERING GROUP (10 members – 5 general + 5 group leaders)**  
 Chairman, secretary, SA rep for partnership, PAG rep, line manager for employee, group leaders.  
 Quorum - ? 4 general + 2 group officers. Monthly meetings + ad hoc as needed

- Direct strategy.
- Report to members and funding organisations.
- Recruit and support staff.
- Allocate, control and report on financial matters. Set up and direct any sub-groups.

**EMPLOYEE**

Arranging networking events/conferences  
 Liaison connecting point between public and CCAT.  
 Developing the programme, including necessary administration, data, and information systems, and management strategies.  
 Ensuring the effective implementation of monitoring, evaluation and administrative systems that will support the programme. Prepares reports.  
 Some outreach presentations at conferences, schools, and workplaces. (In addition to group members, who should do most of this.)  
 Developing/ strengthening partnerships and networking with key contacts, local and national agencies working to eliminate sex trafficking.  
 Keeping up to date with trafficking issues; locally, nationally and internationally.  
 Reviewing relevant research, surveys and other available information.  
 Carrying out and collating local CCAT research alongside group members.  
 May generate articles, papers, and reports on sex trafficking.  
 Being pro-active in fundraising, in particular funding applications.

Link to

**CARE**

Ensures constant available emergency care for any rescued victims.  
 Liaises with police as necessary.  
 Looks for ways to reach victims in Croydon e.g by developing 24 hr helpline.  
 Networks with other groups providing care.

**CAMPAIGN**

Public awareness, web etc  
 Education – particularly punters and young people.  
 Events  
 Lobbying  
 Networking  
 Engaging others in letter-writing and all campaigns.  
 Network with other groups/organisations, with employee.

**COMMUNICATIONS & PR**

Updating website  
 Possible newsletter  
 Look at internal group communication.

**RESEARCH**

Organise and carry out ongoing research at local level.  
 Develop proposals for action research and data-collection.  
 Considers dissemination/promotion of results and data.  
 Develop awareness of other research and communicate it as appropriate.

**FUND RAISING**

Investigate funding possibilities.  
 Apply to trusts etc with employee.  
 Look at selling adverts on website

**NEW MEMBERS**

Works out of Campaigning group.  
 Follows up enquiries received from public who wish to get involved.  
 Matches individuals with sub-groups and voluntary tasks as appropriate

