

From the outset, LCAG has recognised the need for each member¹ to have a single point of contact (SPOC) as the channel of communication. Communications from LCAG are **not** sent to Clerks, unless they also happen to be the SPOC. The SPOC is LCAG's **ONLY** point of contact with the member organisation.

There are no fixed obligations on how a SPOC should operate but the following suggestions may be helpful.

Essential

- To receive LCAG communications (eg the quarterly newsletter) and to see that the links are passed on to all company/guild members through, say, one of your Clerk's information bulletins, especially for promotion of LCAG events open to all; re-post LCAG posts made to social media, ensuring your social media site manager sees it (eg by tagging your company/guild in your re-post);
- To achieve the creation of a Climate-Action Plan for your company/guild. You as SPOC could choose to lead this activity, or to be a facilitator in creating a working group that moves it forward on behalf of the company/guild;
- To pass a copy of your Court-approved Climate-Action Plan to LCAG for sharing on its website;
- To feed back to LCAG information on company/guild activities in Climate Action, sustainability and resilience (eg relevant events, blogs for the LCAG website, or articles for the Newsletter);
- To promote LCAG to the members of your company/guild so that all aspects of their work be more mindful of Climate-Action - eg schools, affiliated military groups, professional trade or craft bodies and the members as individuals or in their own businesses and homes;
- To ensure that any change of contact details or appointment of new SPOCS are communicated to LCAG (directly or through info@liverycag.org.uk) and that you fully brief your successor SPOC.

Desirable

- To share any audits or progress reviews commissioned or carried out by the company/guild on its carbon footprint, circular economy, resilience or sustainability;
- To consider suitable topics for your company/guild to lead on behalf of LCAG as a theme for an online seminar or other engagement;
- To join as many LCAG meetings as possible to foster networking and sharing of information;
- To consider volunteering to help with the running of LCAG, such as communications, engagement, outreach, conference organisation, etc.;
- To support the LCAG Annual Conference and encourage attendance from company/guild members.

¹ Eligible "members" of LCAG are Livery Companies and Guilds of the City of London, and related organisations or bodies.