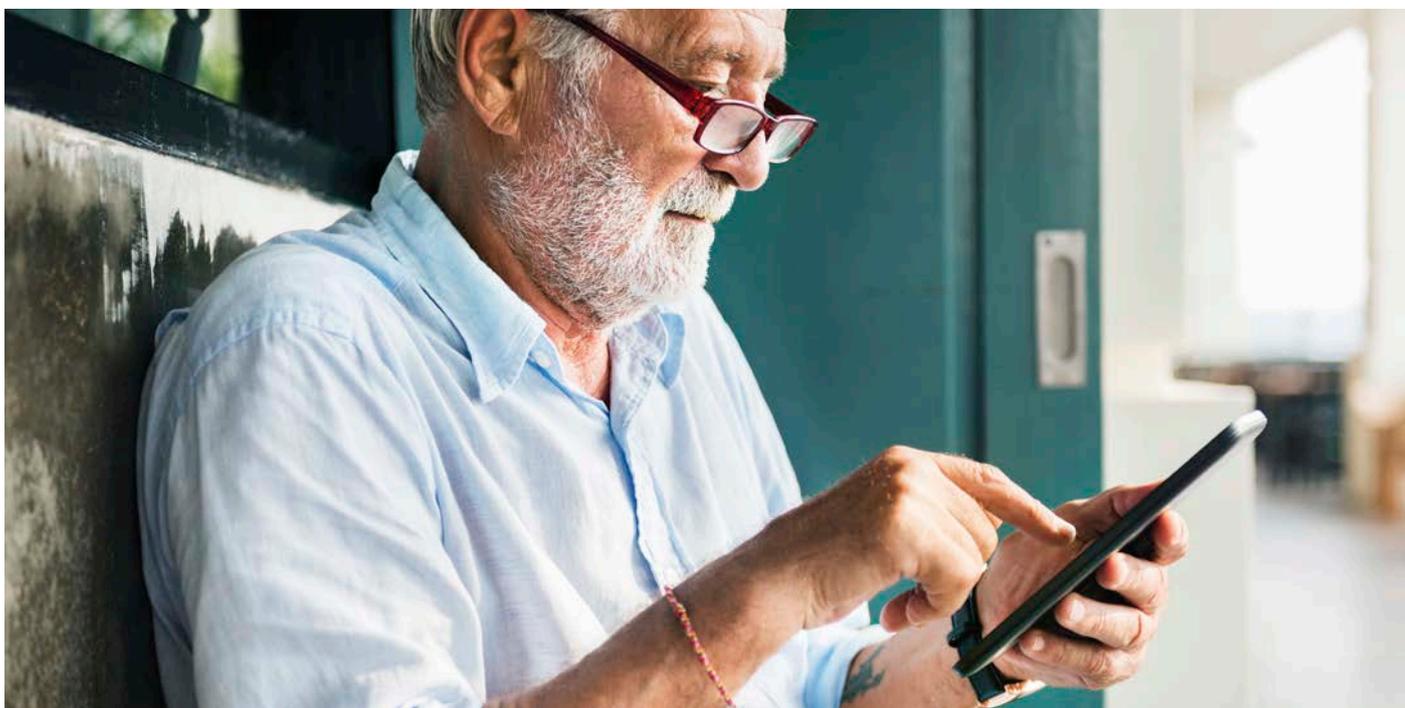


## **Kidney Connect**

Kidney Health  
Australia proudly  
keeping our local  
communities  
connected





## Kidney Connect

---

Kidney Health Australia proudly supports and welcomes new social groups. We encourage all existing and new kidney groups to join Kidney Connect to best support the kidney community across Australia.

### **What is a social group?**

A social group is a group of people meeting regularly, online or in person, to share common interests and experiences; in this case, people living with kidney disease and their carers/families.

### **Why join a social group?**

Participation in a social group enables people affected by kidney disease to better manage their own condition and may also lead to better health outcomes. It provides an environment to share information and discuss ways to cope with the challenges of living with or caring for someone with a kidney condition. It is also a great way to meet others in your local area.

Outside of physical meetings, social group members may provide support and information to each other through online channels such as Facebook and Zoom. This guide includes tips on how to do this.

Social groups that join Kidney Connect can benefit from extra services that Kidney Health Australia can provide, such as access to online tools and training to run their group, suggestions for guest speakers and access to Kidney Health Australia materials and promotion.

*“As a kidney patient, I enjoy social interaction with other renal patients with similar problems which we can discuss between ourselves, giving each other support and benefit. I get great satisfaction from talking with new patients assuring them life can still be enjoyed.”*

**Colin – Fraser Coast Kidney Club**



## How to set up your kidney social group online

---

- 1. Contact** Kidney Health Australia on 1800 454 363 or via email at [connect@kidney.org.au](mailto:connect@kidney.org.au). We will talk to you about the extra support that Kidney Health Australia can provide as a member of the Kidney Health Australia Kidney Connect.
- 2. Think** about how formal or informal you would like the social group to be. You may wish to start with a small group before moving towards a bigger, more organised gathering online with activities and guest speakers.
- 3. Find** a suitable time for your first social group meeting.
- 4. Plan** what to discuss at the first social group meeting. This could include a name for your social group, key roles, how often to meet, structure, activities and possible guest speakers and topics.
- 5. Advertise** the first meeting. Kidney Health Australia can advise you on ways to do this.
- 6. Experience** the first meeting, consider any learnings and plan to meet again!

## How to be a social group facilitator online

Each social group will usually have one or preferably two key people to help run the social group and schedule meetings.

These people will usually be known as the group facilitators.

The role of a group facilitator:

- Organise the date and time of the meeting
- Set up the meeting online and send out the details to members
- Be the main point of contact for social group members, including new referrals
- Be the main point of contact with Kidney Health Australia
- Arrange guest speakers (if needed)

Remember, Kidney Health Australia is here to help if you have any questions or need guidance.





## How to promote your social group

---

- Register your group with Kidney Health Australia on 1800 454 363 or via [careteam@kidney.org.au](mailto:careteam@kidney.org.au)
- Get in touch with your friends and family and invite them to join
- You may like to contact your local renal unit via email or phone to notify them of the group to share with their patients
- Update Kidney Health Australia regularly on your meeting and activities and advise of any changes to the social group (e.g. group facilitator change or new meeting details)
- Share Kidney Health Australia updates with the social group.

*“As a partner of a patient who has been dialysing for more than 6 years, I understand the challenges of most kidney-related difficulties. Interaction among kidney support members is encouraging for families to accept each situation and enjoy life to the best of their ability”*

**Del – Fraser Coast Kidney Club**



## **Ideas for social group activities online**

Every social group will look different.

Some ideas for a social group get-together are:

- Organise a meeting and arrange a guest speaker
- Plan the meeting during morning tea or a meal time and share kidney-friendly recipes and meal ideas from home
- Organise an online game or activity (e.g. trivia night or bingo)
- Organise a webinar with an expert in the Kidney community

### **Kidney Car Rally Social Group**





## Ideas for guest speakers at social group meetings

---

Your social group may wish to have a guest speaker to provide extra information and support. Talk to the members of the social group about guest speakers they would like to hear from.

Some ideas are:

- Renal Dietitian
- Renal Transplant Coordinator
- Renal Pharmacist
- Nephrologist
- Renal Social Worker
- Exercise Physiologist
- Clinical Trials Coordinator
- Dialysis Unit Manager
- Renal Educator
- Researcher
- Representative from another chronic disease organisation such as Carers Australia, Heart Foundation, or Diabetes Australia.

These are just some examples – there are so many more!

## Resources available for social groups

Resources for groups registered with the Kidney Health Australia Kidney Connect to assist with set-up and promotion include:

### **Zoom**

Zoom is an online meeting platform. It is free for the base version but paid versions with additional features are available. To sign up for a Zoom account visit [zoom.us](https://zoom.us)

[Click here to learn how to host a Zoom meeting](#)

[Click here to learn how to join a Zoom meeting](#)

### **Facebook**

We have several Facebook groups for people affected by kidney disease in which you can connect with other members of the kidney community and promote your social group. Visit our Facebook Page to find our social groups, [facebook.com/KidneyHealthAust](https://facebook.com/KidneyHealthAust)

### **Sample flyer**

A template designed to help you promote your social group, which can be easily adapted with your specific information and details.

### **Kidney Connection Online Newsletter**

Kidney Health Australia monthly newsletter, with all the latest information and news from the Australian kidney community. Sign up here: [kidney.org.au/subscribe](https://kidney.org.au/subscribe)

### **Kidney Health Australia Information**

A selection of consumer education resources developed by Kidney Health Australia can be made available for your social group. Once your group has registered, we can share with you a range of information to share with members.

## Social group structures

Social groups can be as formal or as informal as you and the members want to make them. Social groups may be unincorporated or incorporated.

The differences are explained below.

### **Unincorporated groups**

Unincorporated social groups will come under the governance of Kidney Health Australia. This means that activities such as meetings, social outings etc. are covered by Kidney Health Australia's third party public liability insurance policy. Your meeting venue may ask you for a copy of the insurance certificate (Certificate of Currency) and Kidney Health Australia can provide this.

The majority of groups in the Kidney Health Australia Kidney Social Group network are unincorporated.

### **Incorporated groups**

An incorporated social group is one that is registered as a separate organisation and receives recognition as a legal entity separate from its members.

The main benefit of being an incorporated social group is the protection of members in legal transactions. If your social group would like get involved in ongoing fundraising activities on behalf of Kidney Health Australia we recommend that you become an incorporated social group.

However, there are also obligations for incorporated social groups. For example, incorporation requires the payment of application fees and the keeping of proper financial and membership records and registers. There are also certain reporting obligations on the committee members. Incorporated social groups are also not able to be covered by Kidney Health Australia's insurance.

The decision whether to become an incorporated association is a matter of choice for your kidney social group. For more detailed information or advice on becoming incorporated, contact a legal or financial advisor, or your state or territory's Office of Fair Trading.

Information about social group banking and finances is on page 15.



## Social group banking and finances

Some social groups collect money from their members. This could be for things like paying for venue hire, tea/coffee supplies, group activities etc.

If money is collected from, and handled on behalf of your social group members, you will need a bank account. This should be a savings type account with a cheque facility. Many banks and credit unions offer a low cost account especially for social groups and community associations.

You will need to discuss available services and policies with your bank or credit union and find out what identification and paperwork is required to open an account in the name of your social group.

Your social group should arrange the account so that cheques are signed by two authorised signatories. You must retain accurate, true and appropriate records of all items of money received and of all expenses.

To make this easier, we suggest that you:

- Keep a folder with a number of plastic sleeves to store documents
- Make notes on the back of the receipts to be clear on what the expense was.

### South East Renal Support Group Launch - Mt Gambier



## Fundraising

Some social groups are involved with raising funds for Kidney Health Australia. While Kidney Health Australia welcomes attempts to raise funds for our programs and services, fundraising is not an expected activity of social groups – it is completely up to you. If fundraising is something that your social group is interested in, there are some guidelines that need to be followed.

### How to become a Kidney Health Australia fundraiser

There are laws in Australia that mean that if your social group would like to raise money for Kidney Health Australia, you need to:

- Tell Kidney Health Australia about your fundraising plans and request a copy of Kidney Health Australia's Fundraising Guidelines and Application to Fundraise, contact [events@kidney.org.au](mailto:events@kidney.org.au)
- Join the Kidney Health Australia Fundraisers Facebook group to collaborate and connect with other fundraisers, join here: [facebook.com/groups/KidneyHealthAustFundraisers](https://facebook.com/groups/KidneyHealthAustFundraisers)
- Complete and sign the Application to Fundraise
- Wait for Kidney Health Australia to approve your plans. If your fundraising activity is approved, Kidney Health Australia will provide you with an Authority to Fundraise
- Let Kidney Health Australia know if there are any changes to your fundraising plans in case a new Authority to Fundraise needs to be developed
- Make sure that your fundraising complies with the laws in your state or territory.

If your fundraising is a national activity (for example, fundraising over the internet), then the laws of all Australian states and territories will apply. Kidney Health Australia can provide you with advice on this.

An Authority to Fundraise is a legally binding agreement made between you (as the fundraiser) and Kidney Health Australia, and contains some important terms and conditions.

Kidney Health Australia cannot authorise any fundraising activities where the funds raised go to another organisation or individual. This means that Kidney Health Australia cannot authorise fundraising for programs or services in your local area.

If this is something that your social group is interested in, you should ask for an Authority to Fundraise from the local organisation who will benefit from your fundraising.

## Will Kidney Health Australia approve my fundraising activity?

It is up to Kidney Health Australia to decide if your fundraising activity is suitable for approval. If you are unsure, Kidney Health Australia can provide feedback and advice on your suggested fundraising activity.

Some useful things to consider are:

- Kidney Health Australia will not approve any fundraising activities which may reasonably be expected to damage the goodwill, reputation or integrity of Kidney Health Australia
- Kidney Health Australia requires that there be no door-to-door appeals, street collections or telephone calls of any kind to the public in connection with the fundraising activity
- Your fundraising activity will not be an official Kidney Health Australia activity
- Kidney Health Australia cannot formally authorise you to act as a Kidney Health Australia representative
- Kidney Health Australia will not be responsible for the management or conduct of your fundraising activity.

For more information about fundraising for Kidney Health Australia including banking and finance, the use of the Kidney Health Australia logo, media and public relations and termination of fundraising approval please see the Kidney Health Australia's Community Fundraising Guidelines.



## Acknowledgements

We gratefully acknowledge the support of the Lung Foundation Australia ([lungfoundation.com.au](http://lungfoundation.com.au)) in sharing documents that supported the creation of this manual.