

A really useful place for Tenants' & Residents' Associations

The Resource Centre is here to help your Tenants' and Residents' Association to organise effectively and get things done.

We are an independent charity. We offer free support to Tenants' and Residents' Associations run by Brighton & Hove City Council tenants and leaseholders. This is funded by Brighton & Hove City Council.

How we can help your Tenants' & Residents' Association

We can help your group in a lot of different ways. We can:

- ♦ Design and print leaflets, posters and stationery
- ♦ Type up and print copies of minutes, agendas, and other paperwork you need for your meetings.
- ♦ Help new committees to get started, with short, informal introductory sessions on the role of Chair, Secretary and Treasurer.
- ♦ Help you to raise money for your Association
- ♦ Provide independent examinations of your accounts
- ♦ Provide ongoing one-to-one support to help your committee to develop skills in:
 - ◇ chairing meetings
 - ◇ taking minutes
 - ◇ keeping accounts
 - ◇ fundraising
- ♦ Support your committee to work well together, with support and advice about how to run good meetings, spread responsibilities and communicate well
- ♦ Work with you to plan, design and print newsletters
- ♦ Help you to use social media and email for your group
- ♦ Provide equipment – we have loads of useful things you can hire for a small charge

- ♦ Provide written advice and information about different aspects of running a group
- ♦ Organise town-wide training sessions for tenants' association committee members

How to arrange support

- ♦ To request the support you need, or just ask more about what we can offer, contact us.
- ♦ The Resource Centre is open Tuesday – Friday, 9am-4pm, at 6 Tilbury Place, Brighton BN2 0GY.
- ♦ You can phone us on 01273 606160, or email us on info@resourcecentre.org.uk.

More about how we can help

These sheets contain more detail about the support we offer to Tenants' and Residents' Associations. Ask us for copies of any you would like.

- ♦ *Support for chairs*
- ♦ *Support for secretaries*
- ♦ *Support for treasurers*
- ♦ *Support with raising money*
- ♦ *Support with publicity and printing*
- ♦ *Support with newsletters*
- ♦ *Support with organising your AGM*
- ♦ *Independent examination of accounts at the Resource Centre*
- ♦ *Town-wide sessions for Tenants' and Residents' Associations*

Written information and advice

We have a large number of written information sheets, especially for small community groups. Tenants' and Residents' Associations may find the following particularly useful.

- ♦ *Roles of officers*
- ♦ *Chairing meetings*
- ♦ *How to improve your chairing skills*
- ♦ *Secretary's role*
- ♦ *Treasurer's Role*
- ♦ *Getting a group started*
- ♦ *Involving people in your group*
- ♦ *Organising a public meeting*
- ♦ *Your group's money*
- ♦ *Financial rules*
- ♦ *AGM Checklist*
- ♦ *Designing and using questionnaires*
- ♦ *Planning a community newsletter*
- ♦ *Fundraising ideas*
- ♦ *Examinations of accounts*