

SETTING UP A RESIDENTS' ASSOCIATION – Getting Started

Why do you want to start up an RA? Think about your aims and objectives for starting one up.

1. Getting started. Suggestions:

- Gather like-minded and friendly neighbour together.
- Call an open Public Meeting and invite all the residents.
- Knock on doors to gauge opinion.
- Advertise your meetings: Send out leaflets, put up posters – quite visual with emotive wording to get people's attention. Include contact details so that you can be contact by those interested but not able to come to the meeting. Advertise in the local press and other media, including social media.

2. Set up a group email address eg: (*the name* residentsassociation@gmail.com).

3. Set up a Facebook page and Twitter account.

4. Book a room and any microphones, OHP and screen (Ask your local councillor for help as there may be a council owned building free of charge, or there may be a grant towards hire costs.

5. Apart from the residents, who else would you like to invite eg, local councillors, press and invited speakers?

6. Agenda. Include useful links and contact details.

7. Sign in sheets (example), including clear name, email address/phone number and a request for residents to state if they want to be actively involved in the association, including any relevant experience or expertise. You will then compile your mailing list from this list. Have several sign in sheets. During the meeting remind residents about the help needs and, to if possible, try and talk to the willing volunteers at the end.

8. Door people (throughout evening). Volunteers are needed to welcome and encourage residents to sign in and sign up to help.

9. Minute taker. It is good practice for someone to make notes and action points of all meetings. A video can also be made. You may want to invite the press.

10. Donation box as residents leave, for expenses, eg photocopying and hall hire.

11. Following this initial meeting, you should now have a number of residents to form an initial committee where you will then develop a plan, including a constitution.

Barbara

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