

FORMATION OF A RESIDENTS ASSOCIATION

There is no governing body nationally.

Meetings are conducted in accordance with rules for Associations Clubs and Friendly Societies.

A subscription should be taken from every member once per year (at least) and funds etc should be audited at least once a year. A balance sheet should be produced and displayed for all members to peruse.

A committee should be formed with elections at least once per year.

A committee should have the following officers :-

PRESIDENT (term of office to be agreed)
CHAIRMAN (term of 1 year)
Vice CHAIRMAN (term of 1 year)
TREASURER (term of office to be agreed)
SECRETARY (term of 1 year)
MEMBERS (at least 3. term of 1 year)

STREET ORGANISERS (if the area is a large one use one member per area)

Produce some form of communication for new members (not rules or by-laws) some form of registration card or subscription card.

Make subscriptions as low as possible (be non profit making).

Produce a quarterly magazine using adverts to cover the cost (this in some areas may be as high as £200 for adverts alone (ie 1 page advert £5 to half page £3.00) the right editor can make you a fair profit from this organ). Sell at 10p approximately.

Make the point that the Association is non-political but suggest that you should have some representative on the local council standing as INDEPENDENT. This will ensure that the Association is kept up to date with local affairs.

Where functions of a social nature are held ensure that they are revenue bearing in their entirety so that no funds are used from the Association.

Get together at least once per month with some form of social gathering at least once a quarter until you are more organised

and at the first opportunity seek out permission to build a centre of some sort so that cost of hiring other accomodation could be eliminated.

Get from the site developers the names etc or from the local council should be able to give you up to date list of people residing in your area and make everybody aware of your existance.

To:- all committee members.

From: Bob.

21-4-78

Committee Meetings

Lately it would appear that we have to cover too much ground - in the time available - at our monthly committee meetings. This can only get worse as the Park develops.

By using the Exhibition Centre, I feel we are under an obligation to vacate the premises by 22-00 or thereabouts.

Proceedings could perhaps be speeded up, if we had a system of sub-committees to deal with major items, i.e..

(a) Political - with a small pt. of action group, - dealing with complaints to the developer, local authorities etc..

(b) Social - dealing with Dances Discos

outings, etc..

- (c) Fund raising.
- (d) Community centre.
- (e) Allotments.

and so on.

Chairmen/women of sub-committees would be required to give a report at each committee meeting, but members of sub-committees need not necessarily be phrase refs, but could be co-opted members (as for the allotments society, which has worked very well).

Please give this some thought, each sub-committee could require a Secretary and so on. I do not want to make this a major topic for discussion at the next meeting, but we could go over it briefly and if thought worth while, have an extra meeting, just to discuss this.

May I just remind you - that I need your report on sales of tickets for the Discos by the 25th, so that if necessary unsold tickets can be re-distributed. Also that names of persons attending the Discos should be given to Daddy Denis Paremian (congratulations) This is a Woking F.C. requirement, for club rules.

Finally - in the absence of a Secretary - please let me have your points for the agenda of the next committee meeting as soon as possible.

Bob

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