

# Support for Resource Centre member groups

The Resource Centre offers extra free support to our member groups. We can help member groups to create publicity, raise funds, keep good accounts and run a group effectively.

Resource Centre membership is free and is open to volunteer-run groups based in Brighton & Hove which are:

- ◆ Tenants' or Residents' Associations for Brighton & Hove City Council tenants and leaseholders, and/or
- ◆ Groups run by and for people living in an area of social housing, and/or
- ◆ Groups run by and for black and minority ethnic people, and/or
- ◆ Groups run by and for disabled people.

If you think you may be eligible, contact us to find out whether we can help. If you are eligible we will give you a membership form and tell you more about the support we offer.

## How we can help member groups

We can help member groups in a lot of different ways. We can:

- ◆ Help new groups to draft a constitution and open a bank account
- ◆ Design and print leaflets, posters and stationery
- ◆ Help you to raise money for your group
- ◆ Help you to learn how to keep your accounts
- ◆ Help you to write letters and emails
- ◆ Help new committees to get started, with short, informal introductory sessions on the role of Chair, Secretary and Treasurer
- ◆ 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

## How to arrange support

To request the support you need, or just ask more about what we can offer and how to join the Resource Centre, contact us.

The Resource Centre is open on Monday, Tuesday, Thursday and Friday 9am-4pm (closed on Wednesdays).

We are at 6 Tilbury Place, Brighton BN2 0GY.

You can phone us on 01273 606160 or email us on [info@resourcecentre.org.uk](mailto:info@resourcecentre.org.uk).

## More about how we can help

These pages on our website ([www.resourcecentre.org.uk](http://www.resourcecentre.org.uk)) contain more detail about the support we offer to member groups.

- ♦ *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*

## Written information and advice

We have a large number of written information sheets, especially for small community groups. Member groups 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*
- ♦ *Your group's money*
- ♦ *Financial rules*
- ♦ *Fundraising ideas*
- ♦ *Examinations of accounts*
- ♦ *Planning a funding application*
- ♦ *Writing a funding application*
- ♦ *Reporting to a funder*

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Our support work with member groups is funded by:

