

Transition Stroud Coordinator Support Working Group

Background:

Helen Royall has volunteered to spend 2 days a week in the role of Transition Stroud (TS) coordinator. However we have no defined set of activities for Helen to do and currently no process for arriving at a 'job description' for her.

Proposal:

So we are proposing to set up a new working group to support Helen and to review a number of organisational issues. In turn Helen and the new working group will provide practical support to other working groups to help make TS more widely known, increase participation, coordinate event planning and help us become more welcoming and transparent to newcomers.

Brief for the TSCSWG:

- To develop a job spec along with Helen for her current role and for a possible paid admin/coordination role in the future.
- Review financial management and the process for requesting and approving expenses from TS funds.
- Review organisational structures with reference to other Transition groups and the Transition Network. To propose a suitable organisational form for TS. (This is important when applying for grant funding).
- Network with other TS groups to share experience and learn from each others successes and mistakes.

Some tasks to be included:

- Management of 'membership' lists.
- Event and meeting scheduling – to avoid duplicate dates, select appropriate dates for outreach events.
- Regular members update newsletter (emailed to announce list).
- Website maintenance and update.
- Regular press liaison – for example writing a TS column for Stroud Life.
- Explore funding opportunities for TS projects.

We also propose there should be set up:

- TS 0700 phone number – redirected to the 'coordinator'. This is the primary external contact for press, speaker requests and people wanting to get involved but unsure where to start.
- PO. Box address – redirect to 'coordinator' for TS correspondence.

These contact points, along with admin@transitionstroud.org can be redirected to a new TS coordinator as required without needing to reprint leaflets or other publicity materials.

Notes:

In preparing this we have been in contact with the Transition Network and other Transition Groups. Transition Lewes have been very helpful and have in post a 20 hour a week paid facilitator to aid internal and external communications for what is otherwise a networked organisation of working groups.

For more information on Lewes see:

Project Facilitator Support Group <http://transitiontowns.org/Lewes/Pfsg>

Transition Lewes Project Facilitator <http://transitiontowns.org/Lewes/Projfac>