

How To Set Up A Tenants' Association

A Tenants' Association is a group of tenants who convene to resolve issues associated with their housing and community. Residents' Associations are similar but tend to involve people who own part or all of their home.

How do I start one?

1. Find out if any other tenants are interested in participating. Then contact Ashton Pioneer Homes (APH) to discuss available help, support, and funding.
2. Find out about what is important to people in your community by talking to them. Record their views and priorities and remember to listen to the solutions they suggest! Don't forget to make sure everyone in your area is included.
3. When enough people are interested (you would normally need at least 8 members), plan your first annual general meeting (AGM). At your first AGM you are expected to meet, take minutes, elect your committee and adopt your constitution (set of rules). APH can provide you with further guidance on this.
4. To ensure your meeting is well attended, leaflet the area at least 2 weeks in advance, and issue a reminder shortly before the event itself. Don't forget that if you are calling door-to-door, ensure you are accompanied for safety reasons.
5. At the first meeting, you will need to decide how many committee members you require (normally at least 8). Vote in your committee by a show of hands. Most new groups vote for committee members first and then wait for a second meeting before voting in officers (chair, secretary and treasurer).
6. Work together to agree your priorities and how you will achieve them.
7. When you meet, make sure you make everybody feel welcome and encourage people to become committee members. Explain and agree a constitution, remembering that APH can help you with this, should you require it.
8. You will then need to open a bank account, which requires a signed copy of your constitution, listing at least 3 officers who are authorised to write cheques.
9. At your next meeting you can elect officers. You may also wish to consider appointing a vice chair, secretary, youth reps, newsletter reps etc.
10. Discuss with everyone in your group the most convenient times to hold your meetings. Set up a series of meetings and let people know who you are, before starting to work on your priorities.

Congratulations you have now formed a Tenants' Association!

Remember - not everything will happen overnight, but in 6 months time you will probably have a list of achievements. Publicise them in your own newsletter.

How will Ashton Pioneer Homes support you?

As a recognised Tenants' & Residents' Association, we will offer you the following support:

- A start-up grant and annual payments when you are meeting the criteria for recognition.
- Advice on how to achieve representation.
- Access to photocopying equipment.
- Advice, guidance, training and support.
- Help with finding you a space to meet.
- A working relationship with your group and Ashton Pioneer Homes staff.
- Information on funding and fundraising.

What you need to become recognised.

- A group name and the area of benefit.
- A constitution (set of rules).
- A democratically elected committee.
- A statement of equal opportunities.
- An action plan detailing how you will include everybody, how you represent everybody and work you are undertaking on behalf of your members.
- A bank account.
- A statement of who you represent.

What are the benefits of starting a Tenants' Association?

- You can raise money for the benefit of your community.
- You can promote community spirit.
- You can get involved in local activities.
- You can meet new people.
- You can build up your C.V.!
- You can produce your own newsletter.
- You can find out more about how your landlord operates.
- You can celebrate the diversity within your community.
- You can access training to enable better representation and equip yourself with life skills to further your own personal development.



If you would like more information please contact us:

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