



The Bright Exchange
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Bright
NEWS
20 March 2018

Dear Member

This is a general update and we are advertising for members who would like to join the Core Group or do other roles to participate in the running and decision making of the Bright Exchange.

AGM

We will be holding an Annual General Meeting this year. If you would like to raise anything at this meeting, ask a question, give feedback or maybe you have a talent and would like to perform or have a 5-minute slot to present something of interest then please let us know.

WEBSITE

The Bright Exchange Website has been running for a year now. There are still some older members that have not logged on, if anyone would like support or training with this please contact Maggie, see contact details below.

It is important that all members keep their profile and personal information, contact details and offers and wants up to date.

MEMBERSHIP

Growth has been slow for some time with only two new members in 2017. However, we are now in a position to take on new members and currently accepting new applications. Application forms are online.

We will be in contact with all members to ask if they would like to continue their membership but there will be no renewal donations requested this year. A service fee of 12 Bright's per member has been transferred to the Admin account.

CORE GROUP

Deborah, Maggie, Suzi and Pat have been meeting regularly over the last few months. We would now like to work towards developing the Bright Exchange and growing the membership. There is a lot of work that goes on behind the scenes to keep this group going and in order to grow there are many things that need to be done and more help is required. We need two new people to come on the Core Group and participate in the running of the scheme and decision making. This

involves attending regular monthly meetings (of if you cannot attend a meeting to pass on a report of activity during the month)
We also need more general help with specific or ad hoc tasks as and when needed.

Training and support will be given for all roles and Bright's credits given for Core group roles and work done.

Would you like to participate in the Core group and help with the running of the Bright's scheme? Could you think about what skills and experience you have and what you could offer the Bright Exchange?

IMPORTANT The Bright Exchange will not be able to grow or to continue functioning if current members do not come forward to offer their time and skills.

NEW ROLES ON OFFER

Deborah Knowles wants to resign from Membership Secretary but keep her role as Co-ordinator.

Membership Secretary: (this could be a job share for two people)

- Receives and responds to enquiries and applications by post, phone or email.
- Arranges and attends prospective new member meetings
- Processes address validation, sets up new member accounts
- Identifies members who require ongoing support to manage their accounts.
- Monitors member accounts systematically, reminding them to update their accounts, and/or make donations on an exchange basis.
- Receives new member fees and donations and ensures these are banked and accounted for

The next tasks could be done by the Membership Secretary/s or by other members as separate smaller roles but will report to Membership.

Membership Assistant/ First Contact person:

To contact prospective members on receipt of application form, invite to joining evening, provide information about us and also to check in with new members a short time after they have joined to see how they are getting on and provide any support. Would suit a friendly person who enjoys meeting people and has some knowledge of the Bright Exchange

Monitoring

This task will include contacting members in debt or excess credit and discussing with them how they can get their account back into credit or ways to use credit.

Participation

To assist those without computers or anyone who requires reasonable adjustments to use the website. This may mean being a 'buddy' for someone to help them trade and do basic website tasks like updating their profile or carrying out a transaction and printing a directory update for them.

Development Worker/sub-group (New role):

- To work on expansion and promotion of the Bright Exchange and future planning. Promotion and marketing
- Research – to do some research on similar schemes locally and nationally, what can we learn from them, how have they achieved their growth, could we merge with any other groups?
- Liaison with other local community groups

Events Organiser: (Vacant post) (does not need to attend Core group meetings but will liaise with Core group)

- Arranges local events for members and helps others to do so.
- Keeps members informed of the social calendar and circulates ideas and suggestions for events for comment and action from the membership.
- Thinks of ideas for ways of encouraging exchanges at these meetings. Events could be informally hosted at the members home or at other venues.
- Co-ordinates with News Editor and "Outreach" on necessary publicity

General helpers

This could be ad hoc tasks like admin, updating of website, data inputting, phoning round members, assisting with organising events or socials etc. Let us know what you would like to do and we will contact you when we need your help.

Core group roles

Further information on Core group roles see page on website link;

<http://www.brightexchange.org.uk/members/pages.php?id=13>

[or go to main page left index, click on Inside Pages / Core Group roles](#)

With Best wishes from your Core Group,
Deborah, Pat, Suzi, Maggie

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