

## **TTL MANAGEMENT PROCESS**

### **Trustee Meetings**

Held every 4 months in January, May, September on the first Tuesday of the month at 7:00pm  
Meeting Length Max 2 hours.

#### **Information to be sent to Trustees a week in advance of the meeting:**

- A financial report by the Treasurer
- Draft Policies requiring approval
- Risk Assessments requiring approval
- Project updates from Project Leads for active projects (including any decisions / requests requiring trustee approval)
- Project description for any proposed new projects (including any decisions / requests requiring trustee approval)

#### **Agenda for Trustee meeting:**

- Approval of previous minutes and update on actions.
- Finances
- Annual Report, Accounts and AGM (January meeting)
- Policies (if any submitted)
- Risk Assessments (if any submitted)
- Project reports, discussion on any issues arising and address any requests for funding or decision approval.
- Complaints / complements (if relevant)
- Transition Tuesday Schedule, ensuring themes agreed 6 months ahead.
- AOB

**Attendees:** Trustees. Project managers can attend if a decision is needed by Trustees in relation to the project.

### **Strategy Meetings**

Held every 4 months in March, July, November on the first Tuesday of the month at 7:00pm.  
Meeting Length 2 hours.

This is a more informal meeting, where we will have space to reflect on existing activity and brainstorm new ideas.

#### **Items which could be on Agenda**

- Consider the interlinks between projects (existing and proposed) and how projects are contributing to the EDAP.
- Scope out new projects.
- Review and comment on Strategy Policy Papers from other agencies that have relevance.
- Relationship management with external initiatives / consultations / groups / organisations.
- Education and information sharing (including publishing our volunteering opportunities).

**Attendees:** Trustees in a voluntary capacity plus others TTL members who want to get involved.

## **Volunteer Roles For Managing TTL**

<b>Role</b>	<b>Role Description</b>	
Chair	Chair the Trustee meetings, AGM and Strategy Meetings.	PW
Treasurer	Maintain receipts and payment accounts. Provide finance report to Trustees Meeting. Produce annual report and accounts.	JS
Secretary	Send invite with agenda to Trustee and Strategy meetings and minute Trustee Meetings.	SL
Charity Commission Contact	Notify charity commission of any change in Trustees and their positions. Submit annual report and accounts.	JS
Financial Controls Monitor	Ensures TTL meets Charity Commission requirements for financial management.	RL
Electronic mail and diary manager	Holds the password to TTL's gmail account. Puts events in the diary. Monitors and deals with email received by TTL.	JW and JS
Website Manager	Manages the domain and website hosting administration. Keeps the website current and posts new material relating to TTL projects which is provided by the project teams.	JS
Mailing list and Bulletin Manager	Holds the password to TTL's Sender account. Maintain the mailing lists and sends a monthly Bulletin.	JW
Facebook Account Manager	Posts relevant material to the TTL Facebook page.	PW
Twitter Account Manager	Posts relevant tweets.	PW
Membership Secretary	Maintains a list of current members.	DK
Policies Manager	Ensures TTL policies comply with Charity Commission good practice, reviewing and updating them as necessary.	Vacant
Insurance Management	Ensures a suitable insurance package is in place to cover all TTLs current activities. Ensures new activities are covered by insurance before they commence.	JS
Sustainability Forum Representatives	Attends and contributes to the Town's Sustainability Forum.	PW and RL
Heritage Foundation Contact	Receive and respond to Heritage Foundation communications including nominations for Governors and Out and About entry.	JS
LALG Contact	Provide the monthly submission of TTL events for the LALG magazine	JS
TTL Library Manager	Looks after the books and DVD collection, removing resources that are no longer current. Provides an inventory of books by theme which will be shared on the TTL website (with reviews if these have been written).	KJ
Asset Library Manager	Keeps a list of TTL Assets and their location.	Vacant

## TTL Projects

<b>Project</b>	<b>Team lead (s)</b>	<b>Project Aim</b>
Transition Tuesdays	Trustees	To arrange 11 meetings a year on Transition related topics.
GIYO	DK	To promote organic gardening through monthly meetings in members gardens and allotments, a spring meeting with invited guest speaker and a monthly grower's market stall.
Apple Pressing	vacant	To provide public apple pressing sessions to help people make the most of their apple harvest.
Plastic Free Letchworth	DK & JS	To achieve the Surfers Against Sewage Plastic Free Status by meeting five objectives.
Transport	RL, JW, JS	Responding to LTP4 and providing a Transition Letchworth input to the development of daughter documents that affect Letchworth.
Cycling	JS, JW	To work with NHDC to increase cycle parking at community facilities. To link with other cycle groups to produce a cycle network plan and then work to get this plan adopted and in the longer term implemented.
Thermal Imaging	JS, KJ, JW	To make available the Thermal Imaging Camera during the winter months, helping people understand how this equipment can be used to locate areas where heat is lost in their home which they could then tackle.
New Housing	RL, JS, JW	To follow up on the Transition Town Letchworth report on Sustainable Neighbourhoods and influence wherever possible plans for new housing in the town to try to ensure they meet the aspirations contained in this report.
Resilient Town Centre	JS, SL	To follow up on the Transition Town Letchworth report on a resilient Town Centre and influence wherever possible plans for the town centre.
Personal Resilience	SL	To provide a support group for Transition minded volunteers.
Transition Tots	SR	A support group for Transition minded parents.