



Southern Area Plan

2006

(Revised November 2005)

Retention & Development

Abingdon, Didcot & Oxford – These Groups will join forces and help each other out with Publicity and Activities.

Andover & Thatcham – These Groups will join forces and help each other out with Publicity.

Fareham & Gosport – This Group will be encouraged to grow and maintain their current membership.

Reading – This Group will be encouraged to get their membership figures up within one year to at least 5 members.

Slough, Windsor & Eton – This Group will be encouraged to grow and maintain their current membership.

So'ton Friends – This Group will be encouraged to grow and maintain their current membership.

South Bucks – This Group will get the opportunity to become a Quest Group and so will be encouraged to grow and maintain their current membership.

Member Incentive for Retention & Development

1. Every fresh new membership will get a voucher sent to them with the new membership card. To the value of £5.00, no change given.
2. The voucher is non-refundable, cannot be used in combination with other incentives, has to be used within a year and is non-transferable (name, date and membership number are on the voucher).
3. The voucher gives the holder a free Area Scale Event up to an amount of £5.00.
4. The Events Organiser has to check the voucher and membership card for validation, fills in the date of the event, price and signs the back of the voucher. When the voucher is received by the Southern Area at council meetings, a refund will be given to the organiser.

Quest

1. Southern Area Quest Groups will operate according to the national constitution.

Membership

1. All Groups are encouraged to keep their membership records up-to-date.
2. At every Area Scale Event membership numbers and validity will be checked and non-valid members will get the choice to re-signup or pay the non-membership levy.
3. The Area Membership Officer should send out a monthly email to every Group who has membership that is about to run out.
4. All Groups are encouraged to chase up members whose membership has lapsed and keep a record of the reason(s) of non-renewals.
5. In the event that non-members are invited at Area Scale Events, the organisers will ask for a higher entrance fee for these non-members (up to the price of full membership for a year plus the normal entrance fee for the event).
6. The entrance fee for Potential New Members should be the same as for a member (a Potential New Member is a non-member who is new to the organisation and is in his / her first 4 weeks of introduction to 18Plus).
7. All members should be aware that at any time at any 18Plus event they have to be able to show their valid membership card.

Publicity / Internal

1. A minimum standard of advertising is expected from every Group. Namely Libraries, Council Offices, Notice Boards, Tourist Information, Yellow Pages, Touch Local Website and free What's On Sections in local news papers should have information (posters) with which Group, where the Group meets and when and contact details, all of which should be kept up to date.
2. All Groups are encouraged to make use of all the information in the Southern Area Publicity File. The Area Publicity Officer will distribute this Publicity file to every Group at the beginning of the year 2006.
3. All Groups are encouraged to set up their own website and keep this up to date.



4. All Groups are encouraged to send their program and event posters to the other Groups in the Area and the Area Activities Officer by email. The Activities Officer will keep record of the Southern Area Diary and make sure that this is publicised nationally.
5. All Groups are encouraged to send out a weekly email to their own Group Members and other interested parties (Potential New Members, Area Committee, other Groups etc.) to keep their membership up to date with what is going on within the Group.
6. Area aids groups with publicity and resources.

Training

1. Area training will continue to be run by members willing to give their knowledge and experience to other members, either on a training day basis, as part of conference or one to one upon request. (co-ordinated by area training officer)
2. All members are encouraged to attend Training events.
3. Committee Members should be aware that when not re-standing or resigning that it is only good form to find a potential replacement to fill their post and it is part of their responsibility to groom and train that individual.

Paperwork

1. All paperwork should show its value and should be correct at all times, but kept to the barest minimum.
2. E-mail and web should be encouraged as a form of communication and notification forming an active and responsive network direct to as many individuals as possible.
3. An Area Magazine is run for information and publicity on events past and those approaching be it paper or web based.

New Groups

1. The Southern Area will look into the feasibility of opening Salisbury 18Plus, Poole / Bournemouth 18Plus and South Bucks Quest.
2. It is recognised that not the money is the problem, but the manpower. Therefore we are looking more into 'natural growth' than starting a Group somewhere from scratch with no member living / working in the vicinity.

Events

1. Every Group is encouraged to hold an Area Scale Event.
2. Events are likely to rely on a zero to minimal cost outlay (no show, no / little loss).
3. Event Organisers are responsible for presenting, running and recording a budget and keep a profit and loss account.
4. Event Organisers have to fill in a risk assessment form and sent that to the National Administrator six weeks prior to the event, so that the National Personal Liability Insurance covers the event where appropriate.

Finance

1. Every SA Group will have a bank account and keep accounts, which will be audited at least every two years (or before transferring the Treasurers job to another member). Should be audited annually.
2. Membership monies will only be accepted from Groups and not from individuals.
3. No groups are currently paying for venues and should continue this.
4. Non-attendance at the Southern Area Council Meeting will incur a £5 fine.



Above Area Plan is underwritten by the following Groups:

Abingdon	Abingdon Delegates
Andover	Andover Delegates
Didcot	Didcot Delegates
Oxford	Oxford Delegates
Thatcham	Thatcham Delegates
South Bucks	South Bucks Delegates
So'ton Friends	So'ton Friends Delegates
Reading	Reading Delegates
Slough, Windsor & Eaton	Slough, Windsor & Eaton Delegates
Fareham & Gosport	Fareham & Gosport Delegates

Date:
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