

Steering Group and Roles

Steering group collectively:

- Working towards the “Energy Descent Action Plan” (EDAP)
- Inspiring and encouraging, and liaising with, Initiating/Working Groups (e.g. food group, energy group etc.) by overlapping membership or otherwise, to secure the components of the EDAP
- Decisions and actions on:
 - Inspiring and encouraging the wider group
 - overall direction of TSA and changes in emphasis/actions to be taken
 - participation in “higher/strategy level” liaison; eg: SADC and its groups and committees, TT movement
 - alliances with/endorsements of other groups
 - issues affecting reputation
 - issues affecting finances
- Oversight of “Raising Awareness” and “Laying the Foundations”
- Attendance at regular Steering Group (SG) Meetings (per constitution we aim for monthly)

Specific Roles (you can have more than one; you do not have to be a Steering Committee member to have a role; Steering Group members should ideally commit, on a considered and practical basis, to roles otherwise neglected according to priorities agreed in meeting):

All roles (where applicable) Maximising the usefulness of the web site to visitors of any interest level: providing content and useful links

Relationships with higher/strategy level groups and the curious world

- Liaising with other higher/strategy level groups; eg representing TSA on the LSP; liaising with SA D Council more generally; and reporting back (Probably something that has to be shared out)
- Fielding queries from the media and identifying people to speak to press/radio etc when needed (we wish)

Relationships with TT network

- Make and maintain contact links with other local TT groups
- Regularly review TT network and other TT group websites for relevant ideas; circulate and/or report as apt

Open Meeting Coordinator

- Taking responsibility for (currently) monthly open meetings – booking and arranging payment for venue, preparing agenda, arranging a facilitator, organising any outside speakers, arranging relevant resources (e.g. projector), tea & coffee.

Laying the foundations (LF) – in conjunction any LF working group

- Extend and maintain quality of contact with other groups that complement our aims
- Extend and maintain contact lists re those groups
- Exchange relevant information (profiles/what we/they do)
- Identifying TSA/RA members to speak to other groups when this has been requested
- Identifying opportunities for other groups to speak to TSA when appropriate
- Formulate a “partner programme”

Raising awareness (RA) – in conjunction any RA working group

- Organise and arrange public events to publicise the Peak Oil and Climate Change threats (classically films, but not limited to that; eg speakers/debate)
- Organise presentations to “influencers” such as press, business groups, local govt. etc))
- Organise and arrange attendance at events (summer fairs, market stalls, etc); including bookings, materials and attendees
- Prepare and or maintain/acquire a stock of suitable materials for distribution at events
- Maintain a list of TSA speakers
- Ensure that there are
 - “Standard” presentations kept for the use of different speakers; short and long, with and without powerpoint etc
 - “Standard” succinct written explanations that we can forward to the curious, or to other groups

Communications with members and other individuals

- Maintaining up to date list of member email addresses

- Preparing and sending out monthly updates ahead of open meetings
- Sending out further updates/bulletins when necessary
- “Cultivating” the membership/ mailing list to increase active participation
- Ensuring that all queries from the website are dealt with by apt TSA person

Fund raising

- Simple.

IT

- Maintain and enhance web site, as regards functionality and content
- Add material from groups
- Ensure it works as communication hub and shared resource

Finance

- Managing bank account and paying expenses (but not sole signatory)
- Keeping account of income/expenditure
- Responsibility for money tin and banking cash after events
- Maintenance of insurance policy in force and confirming that it is effective for relevant events

Steering Group Convenor

- Scheduling dates and venues of steering group meetings and preparing agenda. Possibly (but not necessarily) chairing each meeting.