



Tenants First

HOUSING CO-OPERATIVE

Co-operative Membership Factsheet

What is this factsheet about?

Tenants First is a fully Mutual Housing Co-operative. We want all our members to play a full and active role in the running of the Co-operative. This factsheet provides an overview of the opportunities and benefits available to Members who are interested in participating in the running of the Co-operative.

This factsheet considers the following:

- 1) What Committees make up Tenants First
- 2) Who can become a Committee Member?
- 3) What's in it for me?
- 4) What support would I receive?
- 4) How can I join a Committee?

1. Tenants First Committees

- **Committee of Management** – *the Committee of Management is responsible for the overall running and control of the Co-operative. The Committee makes decisions on rent levels and property improvements. They are responsible for setting budgets and targets for performance in rent arrears, repairs and other areas. They also have to make sure the Co-operative has all the correct policies in place and that finances are well managed.*
- **Sub Committees** – *Tenant First is owned and managed by its members, through the Committee of Management and Sub Committee's. The Sub Committee's deal with operational matters the things we actually do to make sure Co-operative function well. There is a Sub Committee for Housing Management, Customer Relations, Finance & Corporate Services, Audit, Staffing and Property Management.*
- **Tenant Management Boards** – *These are locally elected Boards which represent Co-operative members in their areas and have responsibility for a wide range of issues. Co-operative members can vote in TMB elections themselves. TMB's are focused on local issues and looking at ways of improving their communities.*

2. Who can become a Committee Member?

Explain how members are on boards

3. **What's in it for me?**

You can make your voice heard. You have a real say in the decision making process and can help shape the future of the Co-operative.

Training – *You could learn new skills and use your existing specific expertise to assist in the running of the business.*

Conferences – *You may have the opportunity to attend housing conferences which will increase your knowledge.*

Networking – *opportunities to meet fellow members who collectively try to achieve the best for their areas. A great way to meet members with common interests and commitments.*

Expenses – *Out of pocket expenses are covered such as travel and subsistence costs.*

Buddying – *You can contribute to the buddy system in place to allow new members to gain support and guidance from more experienced committee members.*

If you would like more information and advice or would like to comment on your views of our service please contact us:

<p><u>Tenants First Housing Co-operative</u> 23 Albert Street, Aberdeen AB25 1XX Telephone 01224 628400, Fax 01224 628428 e-mail enq@tenantsfirst.com</p> <p>Office Opening Hours: Monday to Thursday - 8.30 am to 5.30pm Friday - 8.30am to 4.30pm.</p>	<p><u>Tenants First Housing Co-operative</u> 27 Slains Court, Peterhead AB42 2YF Telephone 01799 474282, Fax 01779 871969 e-mail enq@tenantsfirst.com</p> <p>Office Opening Hours: Monday to Thursday - 9am to 5pm Friday - 9am to 4.30pm. (between 12.30 and 1.30pm every day the office closes)</p>
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Please note that both offices close on Wednesday morning for training

Our web site address is www.tenantsfirst.com