



How to set up and run a local BADSBA group – guidance notes

BADSBA is able to extend its range of services and support for custom builders and the self build industry by supporting the setting up of local groups. We know that we all involved can gain from the experience. Hosting your own BADSBA sub group places you at the hub of your own local and regional network. This provides support, friendship, knowledge and practical help. It can build businesses as well as support individual self builders / custom builders, self finishers and renovators wherever they may be.

This guidance is based on how the Bath group has been running so far. With new ideas and input it is hoped that we can continue increasing the services and support offered. The Bath & District Self Build Association was renamed the Build A Dream Association in 2011, to reflect the UK wide geographical spread of membership. Forming local groups is an excellent way to continue this progression.

- All **new members** must join BADSBA, paying the appropriate subscription. This is the only way we can support local groups and cover costs, which includes website hosting and ensures all members get all the information and invitations which are being circulated all the time. Completed applications and cheques or standing orders need to be sent in for processing and to add the new members to the circulation lists. People / organisations can also join and pay online by PayPal at www.badsba.co.uk. £10 of the subscription will be paid by BADSBA to the local coordinator for every new member they recruit (payable after the 1st quarter of membership).
- All BADSBA members will be **invited to every event**, whichever group is hosting the event. When events such as group visits are oversubscribed, I normally recommend - first come, first served; keeping a waiting list so cancellations can be reused; and re-running events if demand is there. Many members will travel huge distances for interesting events.
- Organisers can also feed in plot opportunities, their **professional services** and other info from any relevant source.

- Local group organisers are at liberty to **charge fees** for people to attend events, e.g. to pay for room hire or, very occasionally, speakers' travel costs – though most regard it as part of their normal work expenses. I have found that some pub venues are hospitable and don't charge for a function room if enough people order food & drink.
- Local group organisers are expected to **advertise talks** or other events, especially locally, to build their networks and hopefully recruit more BADSBA members. Events can be advertised on the BADSBA website, and we can notify the self build magazines if sufficient advance notice is given. Posters can be supplied to local public libraries and builders merchants, press releases emailed to local newspapers, and post on local authority events webpages and use relevant social media platforms, as well as your own contacts, to advertise your event or programme.
- BADSBA has **poster designs** that can be used as templates, or organisers can design their own. BADSBA can also circulate all subscribers. BADSBA contact details should always be included.
- The most essential element is for Organisers to set up your local **programme**. The programme could comprise regular talks open to the public as well as to members, maybe monthly, maybe quarterly, or on an ad hoc basis. Any visits to self build projects and relevant suppliers are preferably for members only to control numbers, and to encourage people to join BADSBA. Other events such as workshops and training events may be offered as appropriate. Combine an outing with a pub meal and encourage socialising and networking – members really love these.
- You may wish to set up a **single event** to test the response, and to decide whether it's really what you want to do. BADSBA will support you in organising talks or events whilst you gain experience or confidence.
- Organisers are encouraged to come up with **new ideas** and offers for consideration.
- Organisers can be very hands-on, giving all the talks themselves, or you can use your own contacts to book suitable **speakers**, or BADSBA can suggest potential speakers. It's always worth having a spare speaker in reserve, in case someone is ill or just lets you down. We have found that the local authority Building Control officers are so used to turning out at short notice, that they have been a marvellous resource for emergency speakers.
- You could set up a local BADSBA committee to share the work of organising and hosting events. It shares the load considerably, sparks creativity, and has the by-product of creating trust and support for each other, including sharing work/projects where relevant.
- A talk goes better if you go **round the room** near the beginning, asking everyone to say very briefly what their project is, and where they are with it. This enables them at the end of the evening to identify who they want to talk with, either to find out more, or offer advice or contacts. It helps the speaker to know what aspect of their

material will interest the audience more, and so make suggestions to help particular people.

- **Notices** for the host could comprise the following: Welcome; join BADSBA or renew now; 60 second challenge - tell us about your project; upcoming events including shows/ seminars / visits; next month's subject and date; introduce speaker; thank speaker; donations towards room hire; reminder for next month's talk.
- If there are any **freebies** available, such as spare magazines or leaflets, put them on a table, announce them, and hope they will be taken before you have to carry them home again.
- Carry some BADSBA application forms, standing order forms and a **receipt book**, so that there is a record of who has joined and when. The most crucial thing is a legible email address, so that no member is left out from all the information and invitations in continual circulation.

For more information and to express an interest please contact
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