

Positive Money Local Group

First meet-up

Session Outline (2 Hours approx)

Objectives of the Session

For participants to:

- Understand the basics of the Positive Money campaign
- Understand the key objectives of Positive Money local groups
- Find out the motivation, passion and skills within the group
- Discuss the focus of the group
- Assign roles and goals for the next meeting

	Activity	Notes	Time (total)
1	Welcome <ul style="list-style-type: none"> ● Introduce yourself ● Outline why you called this meeting ● Highlight ground rules: Listen effectively, support each other to make contributions, appreciate differences. ● Housekeeping ● Thank people for coming 	Be friendly! Ask for a volunteer to keep notes throughout the session.	5 (5)
2	Round: Introductions <ul style="list-style-type: none"> ● Tell us a bit about yourself and why you have you come to this meeting 	Depending on how big your group is you may want to assign an amount of time for each contribution e.g. 1 minute each. Using a phone or stopwatch to time is a good idea.	15 (20)
3	Outline Positive Money campaign Options: <ul style="list-style-type: none"> ● Prepare a short presentation ● Ask PM to provide a speaker ● Show a video 	You will need a projector, screen and speaker if you are showing a film.	15 (35)
4	Reaction Round (1min each) Go round the group asking for comments, questions and thoughts.	Ask someone in the group to keep notes	15 (50)

5	Go through local group objectives	You should have been sent this– if not email info@positivemoney.org	10 (1h)
6	Discussion: Group objectives <ul style="list-style-type: none"> • What do you think the focus of this group should be? • What opportunities are there in our local area? • What skills are there in the room? 	Ask someone to keep notes. Try to make sure everyone has the chance to speak. Make it clear that there is support available for PMHQ and that you will report back.	20 1h20
7	Going forward... Outline when the next meeting will take place and ask the group: <ul style="list-style-type: none"> • What would you like the next meeting to look like? • What are you able and willing to do in the meantime to make this happen? 	If you have post it notes, it is a good idea to ask the group to write their answer on a post-it note first. This give people time to think and order their thoughts.	10 (1h30)
8	Round: Action points Ask the group to: <ul style="list-style-type: none"> • Share what they have written down • Assign tasks • Discuss logistics 	Don't forget to talk about logistics e.g. donations for room hire, mailing list etc. Keep a record of who has agreed to take on a task.	20 (1h 50)
9	Check out: How did you find the meeting? <ul style="list-style-type: none"> • Ask people for a couple of words that sum up how they are feeling after the meeting. 	Don't be worried about asking for feedback. It is good to hear how people found the experience – they will normally have positive things to say.	10 (2h)