



CIEH Nottinghamshire Branch **Management Plan**

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1 What we do

The Branch is part of the East Midlands Region and is incorporated within the EMR business plan which lays out the structure of the region and allows the Branches to select officers by voting at Annual General Meetings.

The function of the Branch is to provide support to members via its network of representatives primarily in Local Authorities but also in the private sector throughout the County. The key aspects of this support are:-

- Low cost training – to support members to gain their required CPD by providing a minimum of 10 hours training annually.
- Promote networking between members – primarily by organising social events.
- To provide links between the CIEH centre and members – by helping members where possible directly, also by circulating relevant information and inviting guest speakers in to address relevant topics.
- To create and circulate, at least annually, a newsletter to members.

2 Roles of committee members

Chair

- To call meetings and to chair them. To provide leadership to the executive and a central point of contact for all members.

Vice Chair

- To deputise for the chair and support the chair and other members.

Secretary

- To administer the Branch affairs including arranging meetings that have been called and to minute these meetings.

- To provide a link with Chadwick Court via Secretary's meetings called by the Chief Exec.
- To distribute relevant information sent out by Chadwick Court to the membership of Notts via the reps.

Treasurer

- To administer the branch finances including preparation of the end of year balance sheet to be presented to the AGM.
- To provide the East Midlands Region Treasurer with the accounts as requested.
- To comply with the requirements of CIEH financial regulations.

East Midlands Region Committee Member

- In accordance with the EMR business plan a rep will be selected by the committee to sit on the EMR committee, this may be an existing Notts Branch committee member or an additional post.

3 How the Branch is run

Meetings

- The executive will schedule at least four business meetings per year to plan the activities of the Branch, circulate information, plan and promote courses and organise social events through the membership.
- At least 3 members must be present at an executive meeting for it to be 'quorate'. At an AGM a quorum of at least 10 members is required.
- The executive shall have the power to co-opt members onto the committee as necessary to fill empty posts or provide additional expertise in relevant areas. For additional posts to continue for more than one year approval of the AGM must be received.
- The executive will ensure that the aims of the Branch Business Plan are met.

AGM

- The Branch executive officers shall be elected by a majority at the AGM. If no Chair or Secretary is elected in any year each meeting will elect a member to fill this role either for each meeting or the rest of the year.

Training Plan

- The executive will provide an annual training plan with costings. This will be supplied to the Region for inclusion in the Regional Business Plan.