

IHBC BRANCH OFFICERS: SUMMARY OF ROLES & DUTIES

The IHBC is a professional body, a charity and a voluntary organisation. The IHBC cannot work effectively without the contribution of our volunteers, and we are extremely grateful for the dedication and contributions to the cause shown by volunteers across the UK and beyond. The IHBC's branch network provides the infrastructure for guiding our volunteers activities across the UK.

This document provides guidance for the IHBC's Branch operations. It is a working document produced by the IHBC's national office in consultation with the Branches. It does not try to cover all possible arrangements or actions. Each Branch does, and should, develop its operations to suit its circumstances, so not all options can be identified. Any major variations in working practices can be reported in the Branch Business Plan if deemed appropriate. Further comments, additions and corrections to this document are always welcome, and should be sent to Seán O'Reilly at director@ihbc.org.uk.

Context

This is a guide to the activities covered by IHBC Branch Committee members. For clarity, the activities are aligned with what might be by formal appointments. However it is unlikely that all posts or roles will exist in any Branch. Many roles may be shared out between members to respond to particular circumstances, such as professional interests or geography. Some activities may be subsumed within other posts – e.g. Membership Secretary duties could be carried out by the Branch Secretary or Branch Representative. Key activities can be delegated or re-assigned for particular cases or circumstances, to ensure that duties are not too onerous for a single officer. In particular branch committee members could have a shared responsibility in events, education and policy areas. If there is not a specific officer in charge of an area of operation, it is essential that the Branch Committee maintain a clear line of responsibility, particularly in areas of finance and membership.

Some formal appointments can include corresponding roles with appropriate committees of the national body. Regardless of structure, at any time, as circumstances require (and as agreed within the branch), members with a particular interest can liaise with the national office or national committees. Most activities can be carried out either by Full Members, Associates or Affiliates but Full Members would be expected to lead on policy, education and membership, as well as to hold key management posts.

Posts may require availability for up to 8 meetings a year (inside or outside working hours, according to branch practice). Of course additional communications or issues can bring significant additional resources to those identified below. Generally, this is in line with any voluntary activity. All roles will require easy access to e-mail as well as a good IT competence, as would be expected of an IHBC Full Member.

This guidance is intended as interim during the development of new arrangements for the governance of IHBC leading on from the adoption of new Articles of Association in 2020. Modernising IHBC governance under the new Articles of Association will extend the capacity of the IHBC through Council, which will be developed as a representative forum, whilst narrowing the focus of the Board to focus on legal, corporate and risk issues.

Previous practice in Branch representation will continue as an interim as new arrangements are developed to allow for testing alternative governance strategies to eventually inform new Byelaws.

Branch posts and activities essential to the effective operation of the Branch are identified by asterisks (*).

A Branch is not likely to be viable without additional support if these posts and activities are not secured, and the national office of the IHBC should be informed immediately.

CHAIR*

Key task: Oversee branch operations. Chair and direct Branch meetings

1. *Oversee all branch arrangements and operations, including AGM arrangements and providing overall direction for the Branch
2. * Oversee and ensure the submission of a current (annual) Branch Business Plan in line with National Office guidance
3. * Oversee and secure the implementation of the current Branch Business Plan, alerting National Office as required to any concerns over achieving targets and/or objectives
4. * Liaise as point of contact for wider Branch membership (identified as 'Branch Contact on web and contacts list)
5. * Oversee content of meeting agendas
6. Promote communication and understanding between Branch and national body
7. Oversee financial and funding arrangements with Branch Treasurer
8. Represent the Branch in public activities relevant to the Branch as appropriate
9. Maintain oversight of operations to ensure currency of Branch Committee web page on national IHBC web site, and related communications (e.g. regarding events notification to national office)
10. Inspire and guide committee members, and oversee officers and appointments to ensure balanced representation, securing support from national office as required
11. Liaise informally with national office and IHBC officers as required

Time implications: 3-6 Branch meetings p.a.; others as required.

VICE-CHAIR

Key task: Support the Chair in all areas of responsibility as agreed in branch.

1. Support the chair in all areas of responsibility

2. Accept portfolio responsibilities as required to ensure the proper operations of the Branch

Time implications: 3-6 Branch meetings p.a.; others as required.

BRANCH COUNCIL MEMBERS AND REPRESENTATIVES*

NB With changes to the governance of IHBC in 2021 this role is evolving and whilst Branch representation at national level will continue, its format is not yet established. Council is a group for the “purpose of providing Institute representation, in particular from the Branches, with a view to further developing potential Board members and Officers of the Institute”¹ Branches may continue to nominate representatives to Council based on the existing precedent for Council+ until new structures are in place as follows:

Key task: To represent the interests of the IHBC on the IHBC Council, and maintain communication between Branch, Council, Committees, Working Groups and the National Office as appropriate

1. Council offers corporate oversight, practical guidance, advice and direction to IHBC trustees and, as appropriate, other parts of the IHBC’s UK, national and regional operations (e.g. Committees, Branches and the National Office). The IHBC’s website and *Yearbook* have full details of current structures. Council offers volunteers a manageable and accessible platform to develop a deeper involvement with the UK-wide operations of their professional body.
2. All Branches are allocated two places.
3. Council membership is open to IHBC members of all categories (Affiliate, Associate and Full).
4. The Branch should agree the formal Branch representatives to Council following current Branch practice, with a formal decision by Committee or Branch AGM as feasible.

Time implications: 4 Council meetings p.a. and Branch meetings according to Branch practice.

BRANCH REPRESENTATIVE ON IHBC BOARD

NB With the adoption of the IHBC’s new constitution in 2020 allocated roles for Branches apply only for the national Branches (Northern Ireland, Scotland and Wales), reflecting the distinct national policies in operation. Branch representation at high level continues in the new Council as described in the new Constitution. In line with existing practice, Branches may nominate two official representatives to the new Council unless new arrangements are agreed. These have generally been an elected officer in a ‘standing’ role (previously a Trustee of the Board) and another nominated according to availability and any specific content planned for the Council.

¹IHBC Articles of Association

<https://ihbc.org.uk/business/docs/MASTER%20Articles%20of%20Association%20adopted%20at%20GM%20on%2026%20March%202021.pdf>

Registered & Business Office: Jubilee House, High Street, Tisbury, Wiltshire SP3 6HA

Registered as a Charity in England: No. 1061593

Registered as a Charity in Scotland: No. SC041945

Company Limited by Guarantee; registered in England: No.3333780

Key task: To represent the interests of the IHBC as a trustee on the IHBC Board.

1. Represent the interests of the IHBC by serving as a director and trustee on the council (Board) of the IHBC, legally responsible to the national body
2. Ensure effective communication between Branch and Council on all organisational matters, including financial, educational and operational
3. Submit regular reports to Council on Branch operations.
4. Ensure that Branch concerns are raised direct with National Office or on council as appropriate

Time implications: 6 Board meetings p.a. usually 2 in person and 4 virtual as well as Branch meetings according to Branch practice.

TREASURER*

Key task: Control, record and manage all income and expenditure, including funding opportunities

1. * Oversee and manage Branch finances
2. * Complete & submit branch returns for the previous financial year (October - September) by the end of November
3. * Complete (or oversee) and submit Branch Business Plan in line with Branch operations, first obtaining committee or AGM approval as necessary.
4. * Oversee the budgets and financial viability of events, activities, initiatives etc
5. * Request national funding from national office following approval of Business Plan by sending an invoice to the National Office (contact admin@ihbc.org.uk for details)
6. Liaise with national office (and Board as necessary) on strategic financial issues for the branch, e.g. special insurance requirements, events or initiatives requiring additional core funding from national funds etc.
7. Report funding situation to branch committee meetings and branch AGM

Time implications: 3-6 Branch meetings p.a.; others as required. Most of the workload will likely be from August to November whilst the Branch financial returns and business plan are in preparation

SECRETARY*

Key task: Arrange, document and archive information on Branch committee meetings, advising and guiding officers of responsibilities as required

1. * Prepare AGM papers and ensure that AGM venue is suitably served for the event
2. * Issue notice of AGM at least 28 days before the event
3. * Notify National Office of ALL meetings and/or events (e-

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mail support@ihbc.org.uk with dates for inclusion in web diary)

4. * Take minutes of branch meetings and AGM as required
5. Liaise with all Branch officers, under the guidance of the Chair, in preparation and circulation of agenda for branch meetings
6. Maintain and operate the up-to-date list of branch members provided by the national office, as well as any other Branch-based contact procedures and systems.
7. Liaise, as required, with National Office on relevant matters, especially the Business Office (Lydia Porter, admin@ihbc.org.uk) on administrative issues (branch paper etc) and Membership Services Officer (Carmen Moran at membershipservices@ihbc.org.uk) on professional or events issues (e.g. event management etc)
8. Secure, or oversee, arrangements for committee meetings.
9. Manage all relevant records (minutes; archiving etc)

Time implications: 3-6 Branch meetings p.a.; others as required. Increased workload may occur in advance of each committee meeting or AGM.

EVENTS OFFICER

Key task: Oversee and as required manage events, including arrangements for billing, directions to venues, liaising with speakers and venues,

1. Plan, organise and conclude events, securing and directing support from committee members and others as appropriate
2. Maintain and oversee input to programme of future events
3. Liaise with partners involved with events or events programming, including other organisations and individuals, and (in conjunction with Branch Education Officer), with IHBC Education Secretary
4. Carry out, or oversee delegation, of events activities relating to the Branch

Time implications: 3-6 Branch meetings p.a.; others, including with partner organisations and representatives for events as required.

MEMBERSHIP OFFICER

Key task: Liaise with the National Office on membership matters on behalf of Branch as appropriate

1. Liaise with National Office on Membership applications in the Branch, receiving names of those applying and alerting the National Office of any branch concerns.
2. Provide additional guidance on applications to actual or potential applicants
3. Maintain familiarity with membership assessment guidelines, procedures and standards as required
4. Operate to the highest ethical, administrative and organisational standards and provide discrete and confidential advice and guidance

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5. Maintain an overview of IHBC membership in Branch

Time implications: 3-6 Branch meetings p.a.; others as required.

EDUCATION OFFICER

Key task: Provide a contact point for all relevant educational and training (national, regional and local) issues relevant to Branch interests, including especially the IHBC Education Committee.

1. Maintain familiarity with education issues and IHBC education and training strategy at national level, and feed these to branch planning and activities
2. Develop and maintain links with and information on local and regional educational bodies (including courses) and initiatives,
3. Feed activities and actions back to the IHBC Education Committee.

Time implications: 3-6 Branch meetings p.a.; others as required. Email receipt of Education Committee papers.

CONSULTATIONS/POLICY OFFICER

Key task: Provide a contact point for all relevant policy issues relevant to Branch interests

1. Maintain familiarity with policy issues at UK and national levels as appropriate, in particular through contributing to the IHBC's e-based consultations panel (Contact Fiona Newton: consultations@ihbc.org.uk) and feeding relevant issues to Branch committee and members as appropriate.

Time implications: 3-6 Branch meetings p.a.; others as required.

COUNTY REPRESENTATIVE

Key task: To provide a conduit for communication between the wider membership and the Branch Committee.

This is a linking role that operates mainly in England. It can include:

1. Discussion and report on IHBC matters at county meetings of conservation officers and other professionals as circumstances dictate. This includes providing information on the activities of the branch committee, publicising events and ensuring members know what is happening.
2. Building up contacts with members and relevant professionals in the county.
3. Co-ordinating requests from the Secretary or Branch Representative for information from the membership. This can include sending out emails and other requests and collating information into a suitable form for return. This can often include some chasing up of information and preparation of feedback to a tight deadline.
4. Feeding back the views of members in the county to committee meetings.

5. Raising issues at committee meetings on behalf of members in the county.
6. Preparing a report of activities in the County for branch AGM.
7. Providing feedback on membership applications.

Time implications: 3-6 Branch meetings p.a.; others as required.

COMMUNICATIONS OFFICER

1. Ensuring the branch pages of the IHBC website are kept up to date and reflect current branch activities, personnel and events.
2. Circulating news items, events and news, possibly in conjunction with a Newsletter editor, to branch members
3. Being responsible for monitoring of any social media used by the Branch in line with the IHBC BRANCH GUIDANCE ON SOCIAL MEDIA

Time implications: 3-6 Branch meetings p.a.; others as required. Regular commitment to making updates on website and social media.

OTHER POSSIBLE BRANCH POSTS

- Branch events organiser or Branch events sub committee
- Student representative
- Private sector representative – especially if county groups are wholly local authority
- Formal committee representatives on other bodies such as Historic Environment Forum or local design panels.

Date August 2021

Version 3

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