



IHBC's Second Branch Connection Day
The Old Joint Stock, Temple Row West, Birmingham,
26 November 2009

GUIDANCE

Background

The most important thing for this event is that we want delegates attending to enjoy the day. If delegates have any special need or requirements please let us know and we will do our best to help. We do appreciate that delegates will give up a day of their own time to help the IHBC develop, as well as to benefit the operations of their own Branch.

Recognising that Branches are central to the operations of the IHBC, the first Branch Connection Day, in November 2009, guided the IHBC's National Office on the needs and opportunities of Branches and their volunteers, helping inform our current corporate planning. Early output from that day included web-based guidance on roles for Branches committee members. In 2009 the day is dedicated to how we manage and assess membership applications.

Information and preparation for Delegates

Delegates are asked to make their own travel arrangements in line with our principles of using the most economical travel mode reasonably available. All travel expenses will be reimbursed on presentation of receipts (claims forms are on the web, and will be provided on the day). Public transport should be used if at all possible. Let the national office know if you need any additional assistance, and we will do all we can to help and guide.

The meeting itself will take place from 11am (11.30 for presentations) until 3.00 pm. As preparation, it would be appreciated if delegates could familiarise themselves with their current Branch Business Plan, procedures for managing membership (especially if they are not already the membership officer) as well as any other issues the Branch would like to raise, as there will be time for more general discussion of Branch issues.

Outcomes

Outcomes from the meeting will include:

- - the publication on the web of the conclusions of the day
- - understanding of – and detailed guidance on – managing membership applications in Branches
- - priorities for shaping our forward plans, including our mentoring initiative
- - better understanding of the support available from the national office to branches.

Structure

This **DRAFT** programme for the day is attached for consideration and comment. Please do feel free to suggest ANY additional items, and return to director@ihbc.org.uk, so we can incorporate them in the plan for the day. Discussion sessions will be informally structured around the themes identified below, with opportunities for exploring current practice.

NB: The Branch Connection day can count towards the delegate's compulsory CPD

Queries: Seán O'Reilly (director@ihbc.org.uk); Jo Evans (membership@ihbc.org.uk)



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PROGRAMME

11:00 Coffee/tea available

11.30 Welcome and introductions: (Dave Chetwyn, Chair IHBC; Jo Evans, Chair IHBC Membership and Ethics (M&E) Committee, and Sean O'Reilly, Director IHBC)

11.45 IHBC: Where we are - *Services, structures, plans and standards* (SOR)

12.00 Membership criteria and procedures in the M&E Committee (Jo Evans)

12.15 Discussion - Branch membership management: What do you do?

Review of Branch procedures:

How do you manage and process applications?

How do you direct prospective applicants?

What problems do you face?

What help do you need to do it better?

What guidance do you use

Review of M&E Committee guidance:

Points and queries on procedures

Responses to procedures and

Suggestions for improvement

13.00 BUFFET Sandwich Lunch

13.45 Assessment session: Testing an application

Case study application and assessments

14.30 Forward planning: Corporate Plan 2010-15 – review and suggestions

14.55 Conclusions

15.00 Thanks, close and depart

The Old Joint Stock, 4 Temple Row West, Birmingham

From New Street Station

Turn left into New Street and then right into Temple Street, at the T junction turn left then almost immediately right into Temple Row West. The Old Joint Stock is on your left.

