



IHBC's First Branch Connection Day
The Old Joint Stock, Temple Row West, Birmingham,
19 November 2008

GUIDANCE

Background

The most important thing for this event is that we want delegates attending to enjoy the day. If your delegate has 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.

This first Branch Connection Day will let branches direct the IHBC's National Office on how we can respond best to the needs and opportunities of Branches and their volunteers. Branches are central to the operations of the IHBC. Council can provide only limited input on the needs of branches. This day will let the Institute focus on how best to support Branch activities by:

- having you tell us what help the national office can most usefully give to you
- letting you know of the things we are already doing that can help, and
- setting out how we might work together more effectively in the future.

Information and preparation for Delegates

Delegates: Do make your own arrangements in line with our principles of using the most economical travel mode reasonably available, and remember that all travel expenses will be reimbursed on presentation of receipts (claims forms are on the web, and will be provided on the day). Please use public transport where reasonably possible. Let us 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 until 3.00 pm. As preparation, we would appreciate it if you could familiarise yourself with your own current Branch Business Plan, and be prepared to bring forward any issues, problems or concerns that have been raised in your Branch. Also we will be signing you up to the NewsBlog on the home page of our website so you keep up to date on current activities.

Outcomes

Outcomes from the meeting will include:

- the publication on the web of the conclusions of the day
- agreed priorities for helping shape our forward plans, and
- 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 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. Delegates are reminded that this is an exploratory day, and we may decide to alter all or part of the day to accommodate circumstances or needs.

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

Queries: Seán O'Reilly (director@ihbc.org.uk); Sheila Stones (vicechair@ihbc.org.uk)



IHBC First Branch Connection Day
The Old Joint Stock, Temple Row West, Birmingham
19 November 2008

PROGRAMME

11:00 Coffee/tea available

11.30 Welcome and introductions: (Dave Chetwyn, Chair IHBC; Sheila Stones, Vice chair IHBC, and Sean O'Reilly, Director IHBC)

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

12.00 Discussion session 1: Exploring Branches: (Sheila Stones)

Branch Activities: What do you want to do?

For example:

What events do you currently do and what might you be able to do?

What advocacy/promotion/policy would you like to be involved with?

What planning do you do?

What communications and links do you need (esp to national office)?

Branch Needs: What tools do you need to do these?

For example:

What do you need to manage your branch finances?

What guidance do you use

Branch Opportunities: What would help you most?

For example:

Employer support

Co-ordination and partnerships (Conservation officers' group etc)

Incentives

13.00 BUFFET Sandwich Lunch

13.45 Planning session: How to move forward: The IHBC 'franchise' (SOR)

Membership benefits

Membership drives

Sector development

Branch roles

14.45 Conclusions: priorities and future plans

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.

