

## **GUIDELINES FOR IRM REGIONAL GROUPS (RGs)**

### **1 Purpose**

The purpose of IRM Regional Groups is to:

- Provide a forum for two way communication between members and the IRM
- Widen the reach of the IRM specifically to members residing outside of London
- Develop risk management knowledge and skills and share best practice amongst members
- Expand the boundaries of risk management thinking by encouraging active thinking and provoking thought amongst the members
- Encourage growth in membership of the IRM

### **2 Constitution**

- RGs must be set up with a view to furthering the IRM's strategy through involvement of all local members
- A core steering group comprising and least 3 and preferably 4 people should be established
- The IRM Membership Committee must formally approve each proposal for the formation of a RG
- The IRM Board or Membership Committee may request the disbanding or reorganisation of the RG or change of Chairman at any time

### **3 Conduct**

- The parties involved are accountable to the IRM at all times
- The parties involved shall adhere to the IRM Articles and Memoranda of Association and Code of Conduct at all times
- The parties involved will commit to retaining information gained or shared within the IRM membership and not use the information for any external commercial purpose
- RGs are required to publicise and communicate their activity through the IRM website and InfoRM Magazine.
- The Chairman is responsible for providing minutes/report of the conduct of each meeting including a list of attendees to the IRM office within three weeks of the meeting taking place

### **4 Administration**

- The RG should select a Chairman (who must be a member of the IRM)
- The RG should select a Secretary to be responsible for ALL administration e.g. arranging meetings; venues; hospitality; speakers; preparing and circulating meeting notes
- Full use of the IRM website must be made by the Secretary to communicate the activities of the RG to the membership e.g. publishing terms of reference; dates of meetings; parties involved and updates on progress/developments
- Each RG determines its own framework for meetings
- Non IRM members may participate in RGs where they are able to contribute relevant expertise. Such members should not have any undue influence on the work of the group.
- The involvement of any member, invited guest or speaker is on a voluntary basis and the IRM will not be responsible for any expenses incurred.
- There will be no charge made to invited guests for participation in a RG but membership of the IRM should be encouraged by the Chairman if their attendance is long-term.
- Wherever possible, sponsorship for venues and hospitality should not be actively pursued by any RG. In the event that this is deemed necessary by the RG, full approval is required from the IRM Membership Committee.

RGs should prepare progress or update articles after each event for inclusion on the website and in InfoRM

## **5 The running of the group**

- Adequate advertisement (dates, location, focus) of any meeting and/or event must be made by each RG
- Members wishing to attend should be encouraged to announce their attendance to the Secretary in order to monitor planned attendance
- The RG Secretary should endeavour to maintain up-to-date information of those attending each RG
- In the event that a RG is cancelled or postponed, the RG Chairman and/or Secretary must take reasonable steps to communicate this to all IRM Members – directly to those who have announced their attendance and 'publicly' via the IRM Website and Message Boards
- The RG Leadership are encouraged to plan the program of events as far in advance as reasonably possible. This will assist in maintaining interest, improve information on expected attendance and allow more to allow for changes/postponements/cancellations

## **6 Funding the group**

- It is vital that RGs are clearly identified as IRM groups and maintain their independence as such
- The RG leadership must endeavour to maintain any RG as a free member benefit. Any proposal to make a charge must be submitted to and agreed by the Membership Committee before the event is publicised
- Where a RG leadership believe they are likely to incur expenditure in holding a meeting, advance consideration of this must be given as to how this will be funded at the planning stage. A proposal for funding can be put to the Membership Committee for consideration. At least 4 weeks should be allowed for consideration of the funding request and the event should not be publicised until a decision has been confirmed
- Although the contact with other Organisations is encouraged, the RG should endeavour to limit the number of joint events organised during any annual period.

August 07