

GUIDELINES FOR IRM SPECIAL INTEREST GROUPS (SIGs)

1 Purpose

The purpose of IRM Special Interest Groups is to:

- Bring together interested parties to share experience and good practice
- Harness the expertise of the IRM membership for the provision and dissemination of good practice
- Keep good practice guidance up to date
- Provide a forum for informed debate within the structure of the IRM
- Encourage growth in membership of the IRM

2 Constitution

- SIGs must be set up with a view to furthering the IRM's strategy through involvement of all members
- In order to set up a SIG a core steering group comprising at least 3 and preferably 4 people should be established
- The Membership Committee must formally approve each proposal for the formation of a SIG
- SIGs must work within certain IRM Objectives:
 - To be primarily focussed on developing a forum for open and informed debate
 - Be able to provide structured commentary and analysis following each SIG meeting
 - Each SIG must endeavour to involve all members of the IRM, regardless of geographical constraints
 - Each SIG should endeavour to deliver presentations on their progress and findings to any Regional Group, and be able to offer input to the Annual IRM Risk Forum programme of events.
- The underlying focus of any SIG is to promote/enhance focused **debate** within particular fields of risk management.
- If at any time the IRM Board or Membership Committee believe the SIG is not delivering as required, it may investigate and request the disbanding or reorganisation of the SIG or change of Chairman

3 Conduct

- The parties involved are accountable to the IRM at all times
- The Chairman is responsible for providing to the IRM office a progress report against deliverables at regular intervals and minutes/report of each meeting including a list of attendees within three weeks of the meeting taking place
- 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
- SIGs are required to publicise and communicate their activity through the IRM Website and InfoRM Magazine and should be prepared to contribute to IRM events and conferences

4 Administration

- The SIG should select a Chairman (who must be a member of the IRM)
- The SIG 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 SIG to the membership e.g. publishing terms of reference; dates of meetings; parties involved and updates on progress/developments
- Each SIG determines its own framework for meetings

- Non IRM members may participate in SIGs 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 SIG but membership of the IRM should be encouraged by the Chairman if their attendance is long-term.
- Sponsorship for SIG's should not be actively pursued by any SIG. Assistance with venues may be sought from Organisations as long as no inappropriate influence is placed upon the group.

5 The running of the group

- Adequate advertisement (dates, location, focus) of any meeting and/or event must be made by each SIG
- Members wishing to attend should be encouraged to announce their attendance to the Secretary in order to monitor planned attendance
- The SIG Secretary should endeavour to maintain up-to-date information of those attending each SIG meeting
- In the event that a SIG is cancelled or postponed, the SIG Chairman and Secretary must take reasonable steps to communicate this to all IRM Members – directly to those who have confirmed their attendance or would normally be expected to attend and 'publicly' via the IRM Website and Message Boards to others
- The SIG 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 reduce the likelihood of changes/postponements/cancellations

6 Funding of the group

- It is vital that SIGs are clearly identified as IRM groups and maintain their independence as such
- Any offer of "assistance" from third parties can be accepted as long as this is a non-influential basis
- The SIG Leadership must endeavour to maintain any SIG as 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 SIG 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 must be allowed for consideration of the funding request and the event should not be publicised until a decision has been confirmed

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