Group delivery plans and measuring performance

Groups are expected to adhere to the guidance below and should be used to shape delivery objectives when planning activities for the year. Subsequent performance will be assessed against these plans through the submission of the yearly activity report.

1. At least 2 committee meetings are suggested each year, with at least one of these being a physical meeting. Officers should be present within reason.

2. Groups are recommended to hold 2 events a year, with at least one of these being organised by the group itself or jointly with another Institute group. Meetings should aim for a minimum attendance of 20 people.

3. Group expenditure on sponsoring events organised by external organisations should not exceed expenditure on events organised by either the group, whether individually or jointly with another IOP group.

4. Groups should communicate regularly with group members and are expected to make contact with their members directly (by email or hard copy) at least once in a year to circulate a programme of group activities and to report on committee activity.

5. Groups are no longer required to hold an AGM. However those groups which choose to do so are expected to hold the meetings in line with the guidelines previously set.

Should any group have questions regarding the above guidelines please contract groups@iop.org.