

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 annual report.

1. At least 2 committee meetings are suggested each year, with at least one of these being a physical meeting.
2. Groups are recommended to hold 2 events a year, with at least one of these being organised with another group.
3. Meetings should aim for a minimum attendance of 20 people.
4. 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 group.
5. 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.
6. There is no requirement for groups to hold an annual general meeting (AGM), although they are welcome to do so if they wish.
7. There is still a requirement for groups to replace committee members when they finish their term of office.
8. Our groups are diverse and every group should have an inclusive gender balance on their committee that reflects the breadth of their community. If a group is having difficulty recruiting a diverse committee they should contact the Science and Innovation team, who will support them.
9. Groups should ensure that their events are as inclusive and as accessible as possible, including having an appropriate number of female speakers.
10. Internal group events are defined as those using either of the two conferences service e.g. self-service or full conference management service. Using the conference service ensures accurate data is collected and therefore the annual reports should be less time consuming for group officers, it should also take some of the burden of event organisation from the groups and ensures they are marketed in accordance with IOP branding and to members. External events will be those not using the conferences services. This will affect group funding allocations.

Should any group have questions regarding the above please contact your Groups & Awards Officer by email groups@iop.org or phone 020 7470 4860.