

Branch Committee Elections – Information sheet



The purpose of Branch and Nation Committees:

- Organising an engaging programme of physics related events such as talks and visits for members
- Organising activities of physical, social and general value to members of the Branch, thereby keeping them in touch with current developments in physics, and the IOP annual theme
- promoting and fostering the public understanding of physics in the Branch area
- encouraging the exchange of ideas and information between physicists from different fields of expertise and areas of employment
- Representing the views of the members of the Branch to the officers, Council or other IOP Branches
- Enhancing the professional status of physicists, thereby encouraging young people who aspire to become professional physicists
- Assisting the IOP in the recruitment of members
- Collaborating with other Branches, IOP groups, and members in the furtherance of the above objectives
- Delivering a programme of outreach activities to engage members of the public and non-members of the physics community
- Providing opportunities for members to become involved in activities including education, volunteering and to support the development and delivery of the IOP strategy and objectives

The core functions of the Branch and Nation Committees

- Preparation of an activity plan and associated budget;
- Organise, promote and deliver activities (within IOP policies and guidelines);
- Reporting of activity and expenditure;
- Management of Nation/Branch finance within the financial regulations of IOP.

Please note that the each committee must comprise of no less than six members. Each committee meets around 3-4 times a year,

Links to the IOP charter and governance

The IOP's Nations and Branches are run in accordance with Bylaw 49 which states:

“Each Branch shall be constituted and its affairs shall be conducted in accordance with and subject to these Bylaws and in accordance with such rules and regulations and in such manner as may from time to time be approved by the Council. All Honorary Officers and the majority of the members other than Honorary Officers of any executive committee of each Branch shall be elected by members of that Branch from amongst Members.”

Branches and Volunteers

All of the Branches within the IOP are run and managed by volunteers in a Committee. We value the diverse breadth of expertise and experience contained within our membership, especially within its volunteer Branch Committees. As a result of this diversity, it is appreciated that there will be variation in the content and format of events and activities that various Committees are confident and qualified to deliver regionally.

The autonomy, self-direction and distinct strengths of Branch Committees are to be celebrated and encouraged. The Branch Committees decide the events/lectures they will put on, with the input of relevant IOP staff support.

Branch Committees will ideally consist of three main officer roles filled: (Chair, Secretary and Treasurer) and have between nine and 16 members in total (inclusive of the three main officer positions). Each Branch is managed by an elected Branch Committee. The Committee election process and the roles and responsibilities of Committee officers and members are set out below.

What's in it for you?

An induction, guidance resources and ongoing support will be provided from the IOP centrally, by Regional Managers and by the other members of the branch committee. The role is varied and rewarding. As part of a supportive and committed community within the branch, this is an opportunity to play a key role in helping the IOP deliver its vision to make engage more people in physics. Additionally, this role can also help you develop a wide variety of skills, including:

- Listening and communication skills
- IT skills
- Report writing skills
- Building relationships with a wide variety of people
- Team working skills

Where the roles are located

There are roles across the UK and Ireland. This role where advertised will apply to that geographic area. There may be requirement to travel to London for meetings during the term of office.

The IOP expects our volunteers:

- to be reliable, honest and to be a positive ambassador of the IOP
- to have an understanding of and commitment to the IOP's mission & values.
- to support and uphold our aims & objectives and values and comply with organisational policies
- to make the most of opportunities given, e.g. training, toolkits etc.
- to contribute positively to the aims of the organisation and avoid bringing the organisation into disrepute
- to carry out tasks within agreed guidelines
- reach an understanding with us about your role and responsibilities

- treat fellow volunteers, IOP employees and members, and any other persons to whom you come into contact as part of your contribution, with courtesy and respect at all times
- comply fully with all of the Institute's policies, code of practice and procedures
- let us know if you ever wish to change the nature of your contribution
- tell us if (and how) you think that we can improve the volunteer experience

What can you expect from us?

- receive out of pocket expenses for activity carried out for or on behalf of the IOP
- have opportunities for personal development
- be recognised and appreciated where and when it is due
- Be treated fairly and with respect by all others
- Be listened to and have their views taken in to account when performing tasks
- Volunteer in a positive and friendly environment
- to have clear information about what is and is not expected
- to be insured and to volunteer in a supportive, safe environment
- to be able to say 'no' to anything which they consider to be unrealistic or unreasonable
- to know what to do if something goes wrong
- to be involved with an organisation that is devoted to increasing the understanding and application of physics
- opportunities to influence the understanding and application of physics
- an induction and opportunities to carry out any appropriate training
- receive a written description of the volunteering role and the Institute's expectations;
- receive a health & safety briefing;

Committee roles and membership

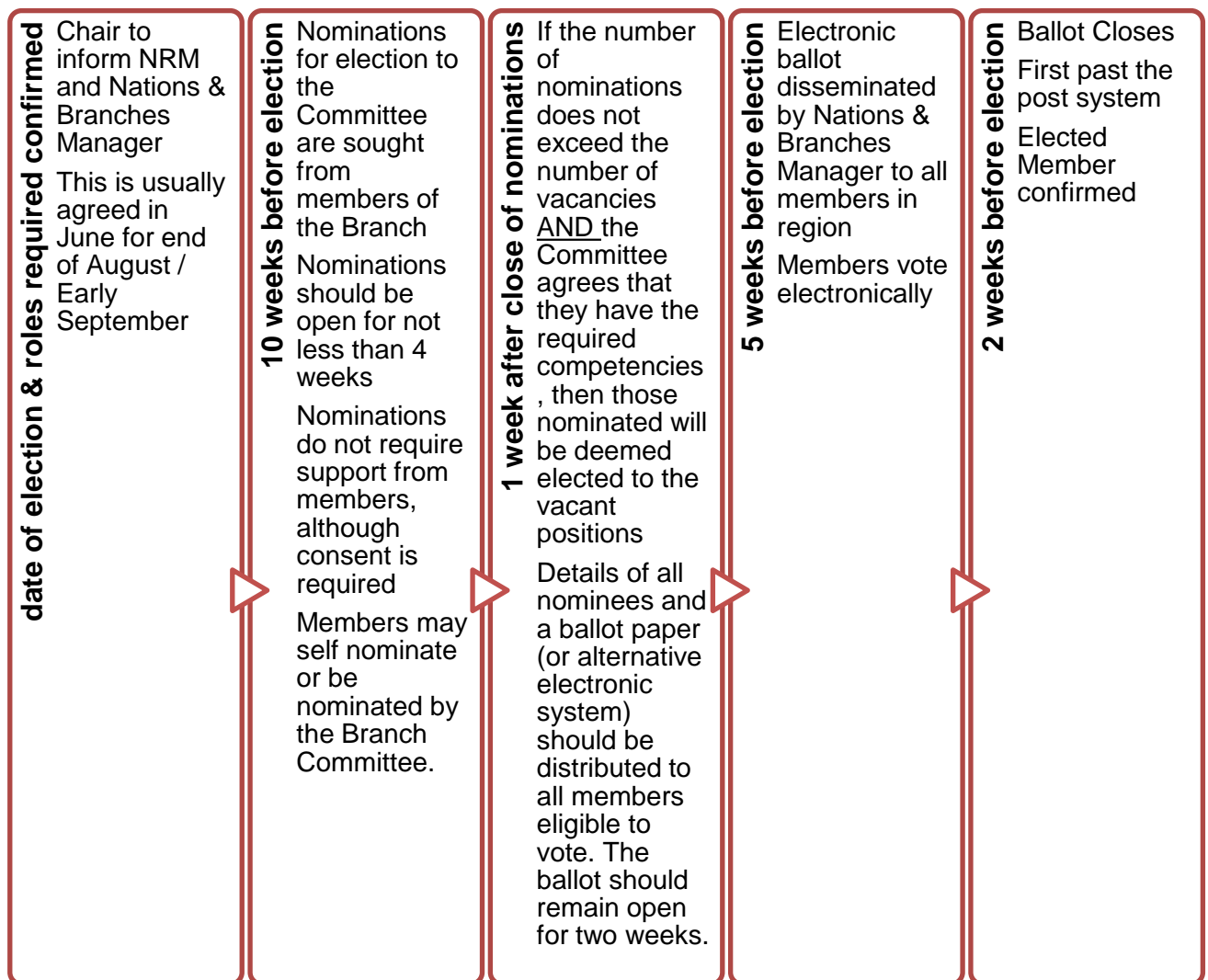
| Position | | |
|--------------------|--|--|
| Chair / Vice Chair | An Officer role. Elected by Branch members (Must be a Fellow or Member of the Institute) | The Chair is responsible for the direction of Branch activities, is the main point of contact and may speak on behalf of the Branch. They also Chair Committee meetings, ensure that the Branch and Committee membership rules are adhered too. Chairs offer support to the Committee members and might also be approached by IOP staff to provide opinion on relevant topics. The Chair is elected for a maximum term of four years. In some Branches there is also the role of Co / vice or Chair Elect. |
| Secretary | An Officer role. Elected by Branch members (Must be a Fellow or Member of the Institute) | The Branch Secretary is responsible for producing and distributing the agenda and minutes of Committee meetings. Minutes should be approved at the next meeting. The Secretary is elected for a maximum term of four years. |
| Treasurer | An Officer role. Elected by Branch members (Must be a Fellow or Member of the Institute) | The Treasurer is responsible for monitoring Branch spending. They authorise expenditure (invoices, expenses), report to the Branch Committee, complete the budget request form in consultation with the Branch Committee. They also attend an annual meeting of Branch Treasurers at the IOP to discuss use of funds within Branches. The Treasurer will be the primary authorised signatory for Branch expenditure. The Treasurer is elected for a maximum term of four years. |
| Committee Members | Elected by Branch members | Committee members shall be elected for a term of four years and be eligible for re-election or election to an Officer post. Members could have responsibility for a different area of activity (e.g. outreach, social media, and diversity) or geography within Branch regions. |
| Retired Member | One elected by Branch members | All UK and Ireland retired members of the IOP are automatically given retired status. Within the Branches representative of this community is All REMN activities are open to all. REMN activities should be advertised through regional channels (e.g. newsletters, flyers, events service). |

Election process

Nominations and the election process

Vacancies for Branch Committee members, including the officers shall be filled by election. All members are eligible to put themselves forward to be elected onto the Committee in any role

At least 10 weeks before the date of the election, nominations for election to the Committee should be sought from members of the Branch. The call for nominations should be open for not less than four weeks. If a ballot is required members will be notified by email, the voting will be electronic and will remain open for two weeks. This is detailed in the flow chart below.



Each Branch Committee will assess the nominations received from members and draw up a shortlist of those that meet the necessary skills and expertise for each vacancy. A Branch Committee may also make propose candidates for nomination.

Where there is only one nomination for any vacancy and the Branch Committee agrees that the candidate meets the competencies for the role then a ballot is not required and that

nominee is deemed elected. If a ballot is required members will be notified by email, the voting will be electronic and will remain open for two weeks.

If at the close of nominations there are no nominations for any of the vacant officer positions then the Committee shall have the authority to make an appointment to the vacancy. Serving officers who have completed their four year maximum term may be appointed for a further year during which the Committee will seek nominations. In the event of no new nominations at the end of the further year the Branch Committee should seek the advice of the NRM and Nations and Branches Manager.