IOP Institute of Physics

Delivery plans and measuring performance

In September, each Group Committee submits an annual business plan and budget request for the following year. The Groups Committee, which oversees the 51 IOP Groups, reviews and approves business plans and budgets in October and subsequently, Groups are notified of their annual budget for the year to come in November. The following year, each Group Committee submits an annual report to evidence what was delivered in the business plan in order to measure programme delivery and value to the overall IOP membership.

Hopefully the following guidance notes will support Group Officers when they are developing business plans, outlining their Group's proposed programme of activities for the year.

Committees

1. Each Group has a committee comprising three Group Officers and circa 9 Ordinary committee members. There is a requirement for Groups to elect and/or re-elect committee members when they finish their term of office, typically four years in duration. IOP staff (Groups and Awards Officers) assist in running online committee elections.

2. Every IOP Group committee must ensure an inclusive gender balance in order to better represent the interests and needs of their community. If a Group is having difficulty recruiting a diverse committee they should contact IOP staff (Groups and Awards Officers) who will support them. Groups are able to co-opt members onto their Committees to ensure gender balance.

3. Group committee are recommended to hold two face-to-face committee meetings each year in order to build an exciting programme of activity for members in their Group. IOP groups are encouraged to hold additional teleconference meetings to further progress their programme of activity

Activity

4. Each Group's programme of activity typically includes events (workshops, forums, one day meetings and conferences), newsletters, prizes and social media.

5. Programme activity of each Group should include at least two IOP Group events a year, with at least one of these being organised with another IOP Group.

6. IOP Group events must use the IOP conferences services. Using the IOP 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 the events are marketed in accordance with IOP branding and in compliance with GDPR.

7. Typically one day events and multi-day conferences should use the IOP conference self-service and the IOP full conference service respectively.

8. Group events should aim to cater for the interests of the Group membership, ideally ensuring a minimum attendance of 40 people.

9. Groups may wish to hold an Annual General Meeting (AGM), however, there is no requirement to do so

10. Groups events must be gender inclusive and as accessible as possible. Events must ensure that there are females speakers and/or that there are female members in senior positions, such as being a member of the organising committee or chairing a session. If a Group is having difficulty with gender inclusion for an event, they should contact IOP staff as support can be offered by the IOP and via the Women in Physics Group.

Membership and Communication

11. Groups should communicate regularly with Group members via the IOP staff (Groups and Awards Officers) to promote upcoming IOP Group events, call for nominations for prizes, inputting into IOP policy consultations and when seeking new committee members.

12. Group Committee should encourage take up of membership and participation in the Group programme of activity.

Grants for external (non-IOP) events

13. IOP Group funding is primarily there to fund activities to support IOP members. Where there is obvious benefit to the community, Groups may budget to allocate a grant to an event organised by an external organisation. The grant should not exceed the subsidy level for its own IOP Group event. If more than one grant is required to fund an external event, the Group should discuss this in advance of submitting annual plan.

14. The Groups Committee is reviewing the level of funding allocated to non-IOP Group events and may reduce sponsorship levels in future years

Should any Group have questions regarding the above guidelines or if they would like help and advice completing their annual business plan and budget request, then please contact IOP Groups & Awards Officers by email groups@iop.org or phone 020 7470 4860.