

4.5 Local Groups Representation – Terms of Reference

General

The primary purpose of the Local Groups Representatives is to represent the views of the Local Groups on the Club Council and provide a focal communication point for all Local Groups. Local Group Representatives should have a good knowledge of the workings of a Local Group gained either through time spent on a Group Committee or in another similar supporting role.

Any Member can nominate themselves to be a Local Group Representative if they have attended a Local Group Event within the last 3 years and are supported by a Local Group Committee. However, it should be noted that a Local Group Committee can only support the nomination of 3 individuals for the role of Local Groups Representatives.

Tasks may include, but are not exclusive to:

- Being the principal communication route between Local Group Committees and the Club Council.
- Providing direct support or advice on Local Group matters to their committees either by providing a source of best practice, or by offering informed counsel on significant issues that arise within individual Groups.
- Maintaining a list of local mentors/specialists who can advise on specific issues such as Treasurer duties, the role the Secretary, chairing meetings or event organisation.
- Helping to liaise between the Member Communities team and local groups in relation to Britannia House functions.
- Supporting new initiatives such as the formation of new groups or the development of new activities.
- Monitoring local group performance and highlighting successes or concerns to the Club Council.
- Ensuring appropriate coordination between local groups and interest groups when the opportunities arise for joint events or activities.
- Collating and assessing Club Awards nominations for submission to the Club Council.
- Identifying potential successors to the role or those individuals who may be appropriate for higher governance.

Typical Skills Needed:

The skill set required for a Local Groups Representative should centre on the individual's ability to gather and analyse the views of a wide number of Local Groups around specific issues and then to communicate those viewpoints to the Club Council (even though they may not necessarily be the views of the individual themselves). Equally, the Local Groups Representatives should be able to summarise the Club Council discussions and decisions and then disseminate this information in an appropriate manner to Local Groups.

Election Process:

- Nominations will be invited from Members Groups identifying the description of the role and the ideal skill sets required.
- Each year, one Local Group Representative will be elected directly from the Local Group Committees, each Local Group having a first, second and third choice.
- The elected Local Group Representative will serve a 3-year term-of-office.
- Each Local Group Representative will be a full voting member of the Club Council.
- Elections for the role of Local Group Representative will take place during September of each year.