

TERMS OF REFERENCE

IPS Branch

1. Purpose

The [branch name] Branch exists to promote networking, education, professional development, research and the sharing of learning and good practice within the [area of the branch] and inform, promote and deliver the IPS strategy.

2. Accountability

The branch is accountable, through the Branch Co-ordinator to the IPS Clinical and Leadership Engagement Committee (CLEC).

Responsibility for leading and managing the Branch, in line with the approved terms of reference, rests primarily with the Branch Co-ordinator and other branch officers.

The branch is a group of the Society, which is a limited charitable company, therefore responsibility for the operation and functioning of the branch within IPS ultimately remains with the IPS Board of Trustees in their roles as Charity Trustees, and company directors.

3. Objectives

The objectives of the Branch are to:

- Provide educational professional development and research opportunities for members of the branch and encourage the promotion of best practice.
- Identify project initiatives to influence better practice.
- Develop collaborative working amongst branch members.
- Foster a positive environment to encourage new members and retain current members.
- Encourage membership of special interest groups from the Branch membership
- Establish a communication process within the branch
- Share information and resources
- Prepare an annual business plan and financial forecast in line with the IPS Strategic Plan.
- Produce an annual review of expenditure.
- Hold [state number] branch meetings per year.
- Provide networking opportunities for branch members

4. Scope

The scope of all activity within the branch will use the IPS Strategic Plan, Standard Operating Procedures (SOPs), Articles of Association and Regulations of the Society as the starting point to inform, promote and sustain good practice.

5. Financial Arrangements

Budget allocations are approved by the IPS Board of Trustees annually. Where there are insufficient internal resources to carry out activities of the branch, it may be possible to use external agencies to participate in the work of the branch to achieve the objectives. All such use of external agencies must fall within the agreed budget, and must be approved by the IPS Treasurer. Expenses will be paid in line with the current IPS Expenses SOP.

6. Roles & Responsibilities

Each branch will appoint the following from within the branch membership in accordance with the approved role profiles for the roles:

- Branch Co-ordinator
- Deputy Branch Co-ordinator
- Branch Communications Officer
- Deputy Communications Officer
- Branch Education Officer
- Deputy Education Officer

Branch officers (Coordinator, Communications Officer and Education Officer) may be eligible for a conference place, subject to the annual budget and approval by the Board of Trustees. Conference places for the branch coordinator are centrally funded and includes accommodation and travel costs. Conference places for the Communication and Education officers are funded centrally, and their accommodation and travel costs should be met by the branch. Travel and accommodation costs for branch Communication and Education officer must be included in the branch budget.

7. Decision Making

Meetings will be minuted and the approved minutes made available on the IPS website members area.

Decisions and actions will be recorded within the minutes.

Branch members are expected to complete actions assigned to them within the timescales agreed.

All members registered with the Branch have the right to vote on Branch matters. Such members are termed as 'members with voting rights'. For appointment of officers, all members with the right to vote must have the opportunity to do so. This is the only formal voting process carried out at Branch level.

Where a decision at a Branch meeting requires a vote, this would be initiated by the coordinator. The vote should be deemed carried where a majority of those present at the meeting vote in favour by a show of hands. In the event of a tied vote the coordinator (or other branch officer chairing the meeting in the coordinator's absence) would have the casting vote.

8. Reporting activity

A report should be provided by the Branch Co-ordinator four times in the financial year, to the IPS President.

An annual report should be provided on activity of the Branch for inclusion in the Annual Report.