

Guidance and Description for BASE Regional Officer Posts

This guidance is to support members to make informed choices as to whether to stand for a Regional Officer post. Anyone considering standing is advised to seek the approval of their employer beforehand as there is a time commitment, however, it should be recognised that holding a regional role contributes to continuous professional development. Each region, on an annual basis should elect their Chair, Secretary and NEC representative who will work together to support regional members by communicating effectively. The NEC representative can be anyone elected from the region and it could be either the Chair or Secretary. It can also be someone else who can commit the time required to fulfil their role. Generally, regional meetings occur three times a year. The NEC meets four times a year, including the conference and AGM). All travel expenses and subsistence are paid. If you would like to discuss any of this further please contact Julia Green (NEC Chair on 07921 493699 / julia.green@base-uk.org).

The roles of the Chair, Secretary and NEC representative are described below.

Role of Chair for BASE Regional Meetings

The role of the Chair at BASE regional meetings involves:

- 5 weeks before the regional meeting confirm any guest speakers.
- 4 weeks before the regional meeting discuss and agree the agenda for the regional meeting with other regional representatives.
- 1 week before the regional meeting read through previous minutes and make note of any actions that were agreed;
- 1 week before the regional meeting, email any guest speaker(s) as courtesy check and ask them for a copy of any presentations;
- 1 week before the regional meeting, check BASE website for any news or resources that needs to be shared with members;
- Ensure previous minutes and any relevant consultation documents are taken to the regional meeting;
- Attend regional meetings, getting there early to set up and do a H&S check of the venue;
- Welcome everyone to the regional meeting and guide members through the agenda ensuring the Secretary is able to take accurate notes;
- Agree future regional meetings and any potential guest speakers with members;
- Within a day after the regional meeting, email any guest speakers and thank them for attending;
- Within 1 week of the regional meeting, check the accuracy of the notes with the Secretary. Also ensure that the venue is booked for the next meeting(s);
- Within 3 weeks of the regional meeting contact potential guest speakers about future meetings;

- Throughout all of this work, support the Secretary and NEC representative and offer strategic direction to the regional network.

Role of Secretary for BASE Regional Meetings

The role of the Secretary at BASE regional meetings involves:

- 4 weeks before the regional meeting agree agenda with the Facilitator;
- Type up the agenda.
- 3 weeks before regional meetings send out agenda to members, remembering to BCC members. As part of this email, ask for any apologies and any dietary requirements (if lunch is being provided). Additionally send out any relevant consultation links and documents which are on the agenda;
- 1 week before the regional meeting, advise venue of numbers for catering purposes as appropriate;
- You can also start the minutes from the previous minutes, ensuring that any actions are picked up either in the agenda or within matters arising;
- Take the agenda, signing in sheet and previous minutes to the regional meeting;
- Attend regional meeting.
- Ensure signing in sheet is completed by everyone in attendance at the regional meeting;
- Using the minutes template, follow through the agenda and take rough notes that accurately reflect the decisions and discussion that took place during the meeting. It is key that you concentrate on **what** has been decided and **who** is going to do it and by **when**. The level of detail required can be gauged by looking at previous minutes of meetings;
- Support the Chair and NEC representative throughout the regional meeting;
- Within 1 week after the regional meeting, write up the minutes in the agreed format and check with the Chair for accuracy;
- Within 2 weeks after the regional meeting, distribute the minutes and any relevant documents, presentations and links to all regional members and attendees of meeting, remembering to BCC members, and copying in the Chief Executive of BASE;
- Keep an updated list of current members within their region and liaise with the Chief Executive Officer of BASE to ensure this is up to date;
- Throughout all of this work, support the Chair and NEC representative.

Role of NEC Representative

A Code of Conduct and Induction is in operation for NEC members, and all new NEC members will be allocated a mentor. As a member of the NEC, all representatives are regarded as Directors/Trustees of the company. All Directors have a limited liability of £1 and indemnity insurance is in place.

The role of the NEC representative involves:

- Attend their regional BASE Meetings.
- Attend NEC Meetings to provide a combination of Governance, Support, Scrutiny and Challenge in the four distinct operational areas of Finance, Membership, Sector Development and Stakeholder Engagement.
- Attend BASE Conference and Annual General Meeting.
- Commit time to support BASE's objectives.
- Liaise and communicate well with the Chair and Secretary of the region to keep them updated of the work of the NEC and sector developments;
- Work with the Chair and Secretary of the region to ensure regional members are supported;
- Work with the Chair and Secretary to support the NEC on dealing with members issues;
- Communicate with Chief Executive Officer and other NEC members on an ongoing basis;
- Gather case studies from regional members to support policy influence work as well as information for newsletters;
- Provide timely feedback to any consultations and reports.