

## Terms of Reference for Special Interest / Region / Country Groups

### TERMS OF REFERENCE:

Clause 11.2 of the Regulations outlines the role and purpose of all Membership Groups. These Terms of Reference exist as supplementary information.

#### 1. Responsible to the Council of Representatives:

- 1.1. Represent the views of members in the relevant sectoral college.
- 1.2. Provide a sector based forum and networking opportunities for members to exchange ideas and experiences with regard to all parking issues.
- 1.3. Support the work of members and offer advice and guidance on related issues where possible.
- 1.4. Liaise with parallel groups as appropriate.
- 1.5. Through the Chair, provide a report on activities to meetings of the Council of Representatives.
- 1.6. Co-operate with other BPA groups and deal with any other issues referred by the BPA Council of Representatives or The BPA Board.

#### 2. Administration

- 2.1. Notes will be kept of all group meetings and will be circulated to members through the BPA administration and posted onto the relevant area of the BPA website.
- 2.2. Membership of groups to be open to all members of the BPA.
- 2.3. Membership of the group will be free for BPA members.

#### 3. Composition

- 3.1. There will be a maximum of 3 officer members (one of whom shall be elected by the members of the region/country as Chair of the Group) for a period of up to three years and is eligible for re-election. The President, Chair of The BPA Board, Treasurer and Chief Executive are ex officio all BPA groups/committees.
- 3.2. Each group shall be supported by a BPA Staff Team consisting of one Head Office staff member & one BPA Area Manager.

#### 4. Restrictions

- 4.1. The Group shall have no direct contact with the Press or Media or release press statements without the BPA's approval. All press enquiries should be directed through the Association's Public Affairs department.
- 4.2. The Group shall do nothing to damage the reputation and standing of the BPA or otherwise bring BPA into disrepute.
- 4.3. The Group shall not, without the agreement of the BPA, assume the identity of the association or use its logo or devices. Use of the BPA logo and references to BPA recognition of the Group shall, at all times, be in strict accordance with the Association's guidelines.



4.4. The Group shall not, without the agreement of the Staff Member, organise events or appoint speakers for meetings. Nor will they make any kind of financial commitment in the name of the BPA or sign any contracts or agreements.

## **OPERATIONAL GUIDANCE FOR ALL GROUPS:**

Operational Guidance outlines the standard procedures and responsibilities of group officials. These guidance notes are not prescriptive but aimed at ensuring consistency across all groups. It is expected that each group will have their own needs and BPA Staff are available to support the officers of the groups to ensure the success of each group.

### **1. Chair**

- 1.1. Liaise with BPA over planning of agenda, group events, partnerships, relationships with external organisations, publicity through Parking News and Ezines and any other relevant group matters
- 1.2. Attend BPA Group Chair meetings (*held a minimum of once a year*)
- 1.3. Represent the group on BPA Council of Representatives.
- 1.4. Chairs may be asked to submit reports from time to time detailing the activities undertaken by the group, along with photographs, where applicable, for articles in Parking News and for reporting to the Council of Representatives.
- 1.5. Chairs should encourage group members to contribute to Parking News and submit through the BPA for inclusion.

At Meetings:

- 1.6. Meet and greet guests
- 1.7. Welcome members and Chair meetings
- 1.8. Note apologies for absence received
- 1.9. Ensure the meeting runs to time and agenda (separate guidance notes on Chairing meetings can be found at Appendix H)

### **2. Vice Chair**

- 2.1. Assist and support Chair at meetings and with all other group matters
- 2.2. Stand in for Chair in their absence at all meetings with the exception of BPA Council of Representatives which is restricted to Chairs only for reasons of consistency
- 2.3. Take up the role of Interim Chair in the event of the Chair's resignation pending official election.

### **3. Secretary**

- 3.1. Liaise with BPA over organisation of meetings
- 3.2. Take the notes of the meeting
- 3.3. Create notes and send to BPA staff contact for circulation.

### **4. BPA Support Team**

Each Support Team comprises the Chair of the Group, a Staff Member and a BPA Area Manager and who remain as the fixed team for that region.

The team will confer with each other over how the agenda will work, who will present what, monitor the attendance and be present at the meeting to meet, greet, answer queries, receive feedback and manage the attendance list thus ensuring the smooth running of the meeting.

Largely agendas will continue to be coordinated and administered centrally by BPA Head Office to provide consistency around the country but local variations will inevitably be encouraged.



Support teams in conjunction with the BPA Membership Services team will fulfill the following role:

- 4.1. Increase attendance at meetings by marketing the benefits of SIGs/ regional/country groups to existing, new and potential BPA members
- 4.2. Be responsible for the planning of group activities, agenda items and development of the group.
- 4.3. Support Team to ensure all members are signed in and an accurate attendance list, including apologies, is created at all meetings
- 4.4. Support Team will assist with the delivery of the BPA Update items at each meeting when required
- 4.5. The BPA Membership Services team will administer the group and the attendance at meetings and liaise with group Secretary as necessary
- 4.6. Assist in the organisation of additional group activities as appropriate.
- 4.7. A calendar with all group meetings will be published and circulated to members and updated as new dates are confirmed
- 4.8. The BPA Membership Services Team will organise sponsorship of meetings where appropriate and publicise such sponsorship opportunities to members
- 4.9. The BPA Membership Services Team will promote and advertise all Group activities through Parking News, ezines, website and other media as appropriate.
- 4.10. Create and maintain regional partnerships and organise joint meetings/facilitate information sharing as required
- 4.11. Forge relationships with other associated organisations/associations and invite to meetings as appropriate
- 4.12. Help to raise the profile of the parking profession where appropriate
- 4.13. The BPA reserves the right to use reports for publication and publicity or develop them into Parking Practice Notes as appropriate.

## **5. Finance**

- 5.1. The Group may apply to BPA for assistance with funding for expenses or activities that further BPA's objectives, under procedures laid down by BPA through the BPA budget process.
- 5.2. Social events should be self financing where possible unless covered in 5.1 above.
- 5.3. No funds shall be paid or transferred directly or indirectly to any member except through the BPA finance procedures.

## **6. Disputes**



- 6.1. Should any disputes arise within the Group, in the first instance these should be submitted to the Chair for resolution. If the complaint cannot be resolved locally or concerns the Chair or Committee, then the complaint should be made in writing to the BPA Company Secretary who will advise on the appropriate course of action.

All minutes, notes, documents and other papers supplied to you by the BPA are considered to be confidential, together with any copies or extracts thereof, made or acquired by you in the course of your membership of the Council of Representatives, Board or Advisory Panel shall remain the property of the BPA and must not be shared with colleagues, members or external stakeholders without the permission of the Chair of The Board.

The Freedom of Information Acts **does not** apply to the BPA. All minutes, notes, documents and other papers supplied to you by the BPA are considered to be confidential and supplied to you as an individual and not in your capacity of an employee of an organisation which is required to release information under the terms of the Freedom of Information Acts.