

5 NATIONAL, DIVISIONAL and REGIONAL GROUP MATTERS

5.1 National Groups Committee (NGC) (03/04)

The NGC is composed of a Chairman (ex-officio) and four DCMs, with the IAM Chairman or Vice Chairman or Honorary Treasurer in an ex-officio non-voting capacity. This committee fulfils a valuable role for many years by advising Council on Group Matters. The current composition and terms of reference of the NGC are as follows:

5.1.1 Composition..... (03/04)

- a. Chairman (ex-officio). The National Groups Council Member.
- b. Midlands & South Western Division Council Member.
- c. South Eastern Division Council Member.
- d. Northern Division Council Member.
- e. Scotland & N. Ireland Division Council Member.
- f. Ex-officio and non-voting. The IAM Chairman or, in his absence, the Vice Chairman or the Honorary Treasurer.

The following may also be invited.

- 1. A non-voting Motorcycle Representative.
- 2. A non-voting RCo.

In attendance Chief Executive, Chief Examiner and HO Senior Staff.

Note: - The Chairman of the NGC may from time to time invite other Council members to attend NGC meetings. Such attendances are in a non-voting capacity.

5.1.2 Quorum..... (08/91)

Three members including the NGC Chairman.

5.1.3 Authority (03/04)

- a. To advise the IAM Council on Group matters.
- b. To organise Group participation in national events.
- c. To exercise general supervision over and report to IAM Council on DCM nomination elections.
- d. To plan and organise Annual National and Divisional Conferences for Groups.
- e. To discharge other business delegated to it by IAM Council.
- f. To produce and circulate Minutes.
- g. To report its activities to Council.

5.1.4 Frequency of meetings (03/04)

Three per annum, with the proviso that additional meetings may be convened by the NGC Chairman if necessary, provided the prior concurrence of the IAM Chairman or Vice Chairman or Honorary Treasurer has been obtained.

5.1.5 Reporting (03/04)

The NGC reports to the Council of the IAM.

5.2 Divisional Council Members (DCMs) (03/04)

5.2.1 Role (03/04)

DCMs are members of the NGC. DCMs may be invited to serve on other committees within the IAM, e.g. the Executive Committee.

The main function of DCMs is to represent on the IAM Council the interests of all IAM members and the Groups within their Division. It must be clearly understood that whilst DCMs are firstly nominated by Groups, it is the IAM's Council which formally elects them on to Council. Thus DCMs are representative of Groups but are not mandated by Groups.

DCMs are required to retire by rotation at the Annual General Meeting of the IAM but may be eligible for re-election.

DCMs are not remunerated but receive reimbursement of expenses incurred in carrying out their responsibilities.

5.2.2 Council Responsibilities (03/04)

DCMs attend Council Meetings of the IAM and whilst drawing on their experience of the needs of the membership, must primarily consider the aims and objects for which the IAM was formed. Though they may recommend other courses of action they are bound by the democratic decisions of Council.

They are privy to certain confidential information which they must honour. When courses of action are in the early states of discussion or planning it would obviously be quite wrong to disclose information of the effects of decisions not yet ratified.

5.2.3 National Responsibilities (02/07)

The NGC meet periodically throughout the year to discharge such matters concerning Groups delegated to them by the IAM Council.

The members of the NGC, with the consent of the IAM Council, will authorise a National Conference once per year. They are responsible for the programme of the National Conference and the selection of speakers. The detailed administration is the remit of the Chief Executive of the IAM HO staff, RCo's and RMA's.

5.2.4 Divisional Responsibilities (02/07)

DCMs will maintain a close working relationship with the Chairman of the NGC, the IAM Council, the IAM Chief Executive, RCo's and the RMA's within their Division.

Along with the RCo and in consultation with the IAM Chief Executive, DCMs will authorise annual Regional Meetings. Such meetings will mainly be funded by the IAM. DCMs will normally chair such meetings but if they are not available then the NGC Chairman, RCo or a RMA may chair the meeting.

5.2 APPENDIX – NGC & DCMs..... (07/07)

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5.3 DCM Selection Process..... (03/04)

5.3.1 Group Representation on the Institute Council..... (03/04)

There are currently five seats on the IAM Council which have a particular responsibility for IAM Group matters. These are filled by representatives from the four Group Divisions, known as DCMs plus one NGC Member who chairs the National Groups Committee. Each DCM is normally elected to serve for an initial term of three years, but may offer themselves for re-election. If a vacancy occurs, a new DCM may be co-opted to serve until the next following IAM Annual General Meeting and offer themselves for re-election. DCM terms in office normally, but not always, commence and finish at the IAM's Annual General Meeting.

5.3.2 Eligibility..... (03/04)

To be considered for election a potential DCM must initially be nominated by a Group in their Division, though election itself is by the IAM Council. An elected DCM is required to resign from all IAM Group, Regional and Divisional committee posts and any other pre-existing roles other than those approved by the IAM Council.

5.3.3 Qualities..... (02/07)

The post of DCM carries significant responsibilities. A DCM is a Member of the IAM Council, a Director of the Institute of Advanced Motorists Ltd, and a Trustee of the IAM (as the IAM is a Registered Charity) and in particular, represents on Council the interests of all IAM Members in their Division. A DCM is also a member of the NGC and as such works closely with the NGC Chairman, other DCMs, the IAM Chief Executive, RCo's and the RMA's in their Division, to further the Groups aspect of the IAM. They have to be able to relate to IAM members, Groups, HO staff and other IAM officials. Therefore it is important that the right person is selected to ensure they bring the right qualities to the post. With this in mind, the process of DCM selection must be such that the IAM Council and IAM Groups have confidence that the person elected to become DCM is aware of the responsibilities and able to take them on.

5.3.4 Nomination Procedure for a New DCM..... (02/07)

When a DCM post is vacant, is about to become vacant or where, following a "Vote of Confidence" procedure (see 5.3.5 below), it is decided to call for nominations, all Groups in the Division will receive a request for nominations. The request will give a closing date for receipt in IAM HO of those nominations. Each nomination must be signed by two Officers of the nominating Group (i.e. Chairman, Vice Chairman, Secretary, Treasurer) and include the approval of the Nominee. It must also include a Curriculum Vitae (CV) of the Nominee and this should include the following:-

- (a) Full Name, Address, Telephone Number, and IAM Membership Number.
- (b) A list of the IAM Group and other IAM Regional, Divisional or National positions held along with dates these positions were held.
- (c) If applicable, a list of any past or existing positions held in any other road safety or driving organisation complete with dates these positions were held.
- (d) The Nominee's view on current IAM policies relating to Groups.
- (e) The Nominee's personal commitment to the IAM and IAM Groups shared charitable objects and thoughts on what they can contribute to the future success of the IAM and IAM Groups
- (f) Any other information the Nominee considers would be appropriate to support their nomination.

The nomination should also include a signed statement that the Nominee has read and understood the current Group Handbook entries on the duties of a DCM and the DCM selection process.

Following the closing date, the nominations received at IAM HO will be reviewed by the Chairman of the NGC and the IAM Chief Executive, if necessary taking advice and guidance from others including members of the NGC, RCo's, RMA's and HO staff. The Chairman of the NGC may select the successful Nominee at that time or invite one or more Nominees to attend an interview at a mutually convenient time and place. The interview panel will be chaired by the NGC Chairman with the IAM Chief Executive in attendance and may include other members of the IAM Council.

5.3.5 "Vote of Confidence" and Election (03/04)

Following the selection of a Nominee a "Vote of Confidence" ballot paper (accompanied by the Nominee's CV) will be distributed to all the Groups in that Division asking the Groups to indicate their support or otherwise. The Groups' responses in this ballot will be worth the following scale of votes: -

- Groups with 40 or more Full IAM Members will be entitled to 2 votes.
- Groups with 20 or more but less than 40 Full IAM Members will be entitled to 1 vote.
- Groups with less than 20 Full IAM Members will have no vote.

Groups will be required to give a declaration as to their total number of Full IAM Members (and hence their voting entitlement) and this may be subject to verification by IAM HO.

The counting of the "Vote of Confidence" ballot papers will be carried out at IAM HO by the IAM Chief Executive and another person appointed by the Council expressly for that purpose. The ballot papers and the results of the counting will be retained until the next DCM selection process.

Depending on the result of Group voting the NGC Chairman in consultation with the IAM Chief Executive will decide whether to put the Nominee forward for Council consideration or to call for further nominations. If the Nominee is put forward then the results of the "Vote of Confidence" ballot will be made known to the IAM Council when it considers the selected nominee for election to the Council as DCM.

5.3.6 Current DCM willing to stand for a further term (03/04)

In normal circumstances a new DCM is elected for a period of 3 years. Where there is an existing DCM who has indicated their willingness to stand for a further term in office then the normal nomination procedure will not necessarily be triggered. Instead the NGC Chairman may ask the IAM Chief Executive to immediately initiate a "Vote of Confidence" procedure for that DCM.

5.3.7 DCM Co-option (03/04)

If a vacancy occurs part way through a term of office or where a Group "Vote of Confidence" process does not result in a selected candidate who can be recommended to the Institute's Council a new DCM may be co-opted by the Council. In this event, in line with the IAM's Council member co-option rules, the co-opted DCM will be obliged to resign at the following IAM Annual General Meeting and offer themselves for re-election.

5.4 Regional Co-ordinators (RCos)/Regional M.Cycle Advisors (RMA's) (02/07)

5.4.1 Role and Responsibilities (02/07)

The role of RCo's and RMA's is to represent in their Region the interests of the IAM in promoting the aims and objects for which the IAM was formed. They are part time members of IAM HO staff. They are representative of and mandated by the IAM Chief Executive, to whom they report.

5.4.2 National Responsibilities..... (02/07)

RCo's and RMA's maintain a close working relationship with IAM HO and periodically throughout the year attend Group Support meetings under the Chairmanship of the NGC.

5.4.3 Divisional Responsibilities (02/07)

RCo's and RMA's maintain a close relationship with their respective DCMs and should consult with them prior to the DCMs authorising Regional Meetings once per year.

5.4.4 Regional Responsibilities..... (02/07)

In order to ensure the general well being of their Region, RCo's and RMA's will maintain a close liaison with their Groups and assist them whenever possible. By invitation they attend Inter-Group Liaison Committees and Regional Liaison Forums.

RCos and RMA's advise the IAM Chief Executive on the following:

- (a) Formation of Sub-Groups
- (b) Formation of New Groups
- (c) The desirability of starting test routes
- (d) The activities of Groups
- (e) The quality of Groups Observers
- (f) Other matters for the advancement of road safety throughout Groups
- (g) Potential for new business
- (h) The disbursement of publicity funds to Groups
- (i) Any other Group matters

RCos and RMA's liaise with the following:

- (a) The media
- (b) Road Safety Officers
- (c) Police
- (d) Commercial organisations

Along with the DCMs and in consultation with the IAM Chief Executive they will authorise and attend Regional Forum Meetings as and when required. Such meetings will be at the expense of the Groups concerned.

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5.5 Group Secretaries and Group Contact Lists (02/07)

Group Secretaries List

All IAM HO circulars, invoices and general mailing are addressed to the Group Secretary by name etc.

The preferred method of communication from IAM HO to Groups is now by email, where appropriate. An updated list is held on computer at IAM HO and its accuracy is dependent on advice received from Group personnel, the details entered "as received" to include; initials or chosen first name, surname, full address, telephone number(s) and fax as appropriate.

The list is printed for general distribution to Groups, usually at two monthly intervals for checking, but updated lists can be obtained by Group Secretaries at any time. DCMs, RCo's and RMA's also receive these lists.

Group Contact List

The appointment by the Group for contact by the public is the person chosen to be most suited to engage and enrol potential Associates and speak about the Group. The Group Secretary may also be, but does not have to be, the Group Contact.

The updating procedure is the same as outlined above.

The list is printed every two months and distributed to Group Secretaries, DCMs, RCo's, RMA's and HO Staff, with updated details, and is extensively used for all IAM HO responses and at national and local publicity events. The date of issue is always indicated. The Group Contact List can be ordered using the Group Publicity/Stationery Order Form.

Please Note

Whenever amendments to either of the above positions are advised to IAM HO, it would be most helpful to reconfirm the name(s) for both the Group Secretary and Group Contact positions.

5.6 National and Inter-Group Competitions (02/07)

5.6.1 IAM Road Safety Award (02/07)

This is a road safety award sponsored by the IAM. This is a Regional basis accolade to be awarded at the annual Regional Spring Meetings.

Each RCo/RMA chooses a Group within their Region judged to have made a particular local Road Safety Contribution with the emphasis on initiatives in partnership with other local road safety organisations. The awards will be presented at the Spring Regional Meetings.

The IAM present a total of 8 Regional awards to mark best practice in the IAM Group movement.

5.6.2 Fred Welch Rosebowl..... (02/07)

The Fred Welch Rosebowl is a silver rosebowl presented by the late Fred Welch in 1969. It is awarded annually to the FULL GROUP MEMBER who, in the opinion of a panel of judges, has in the past and is currently contributing most to promoting the aims and objects of the IAM.

Nominations from Groups are called for annually and no individual may be awarded the trophy more than once. DCMs, RCo's, RMA's, IAM Examiners, Road Safety Officers and IAM HO Staff may not be nominated as they promote the aims and objects of the IAM as a matter of course.

Nominations have to be submitted in typewritten form on no more than two sides of A4 paper. As the nominee may not be known to the judges the quality of the supporting submission is of paramount importance.

Judging is carried out by each DCM independently of one another. They receive a photocopy of the original submission for each nominee and a score-sheet. After considering all the submissions each DCM awards points according to the quality of the submission and sends their results to the NGC Chairman. Upon receipt of all the scores the NGC Chairman totals the results to establish the winner and in the event of a tie will give a casting vote. The result remains confidential and is announced at the IAM National Conference. The recipient holds the trophy for one year and also receives a permanent keepsake.

5.6.3 IAM Group Achievement Awards..... (02/08)

These Awards are presented annually at both the IAM Bikes and Car National Conferences. Cash prizes are given to those Groups who achieve first, second and third place. An additional three Groups are highly commended.

The following criteria are taken into consideration when selecting the winners:-

Percentage increase in tests over the last four years, percentage of Observers qualified, tests per Observer, number of runs, number of hours, waiting lists, lost Associates, lost full Members, Newsletters, Charitable status, discount offered, Committee members under 25, Committee members serving more than 12 years, operating structured courses and attendance at Regional and National events.

5.6.4 Group Newsletter of the Year (02/08)

These awards are presented annually at both the IAM Bike and Car National Conferences. A cash prize is given to one car and one motorcycle Group for their Group Newsletter.

The following criteria are taken into consideration when selecting the winning Newsletters:-

Design, content, information value, originality, entertainment value and advertising.

To enter simply ensure that your Newsletter Editor includes your RCo, RMA and IAM House on their postal (or email) distribution.

5.7 Regional Liaison Forums (02/07)

Groups, whether new or old, have much to offer each other in exchanging views, ideas and experience. These Forums allow Groups to get to know each other and to discuss and exchange views and ideas to their mutual advantage and to the benefit of the IAM. They also afford an opportunity for Groups to present a united front for discussions and co-operation with other organisations with road safety interests.

Groups are kept up to date and better informed with what is happening nationally through contact with the DCM, RCo and RMA and to be kept informed on IAM policy. Through discussion at the Forum meeting the DCM, RCo and RMA will be able to gauge the Groups' feeling on specific topics.

5.7.1 Rules (03/04)

- 1.1 Regional Liaison Forums are designed to aid the exchange of information and may not make decisions binding on the IAM or member Groups.
- 1.2 Regional Liaison Forums may raise finance by annual subscription from the Member Groups, but only for the purpose of running their meetings.

5.7.2 Membership (02/07)

- 2.1 All Groups and Sub-Groups in the Region are members of their respective Forums.
- 2.2 It is strongly recommended that delegates should be executive members of their respective Group Committees e.g. Chairman, Secretary, Treasurer, Chief Observer, Publicity Officer etc.
- 2.3 The DCM, RCo and the RMA are ex-officio members. In order to demonstrate their independence, they do not vote but may make suggestions on which proposals may be made. They will carry forward to the relevant body any suggestions or views expressed as appropriate.
- 2.4 The Forum may invite IAM Officials (e.g. Staff Examiner, Fleet Training representative) to serve on the Forum for their expertise as advisers (non-voting).
- 2.5 Representatives of outside bodies may be invited to attend meetings (e.g. Police and Road Safety Officers).

5.7.3 Voting (03/04)

- 3.1 Each Member Group to have two voting delegates and each Member Sub-Group one voting delegate.
- 3.2 The delegates shall have the authority of their Committee to vote on their behalf.
- 3.3 Every matter shall be determined by a majority of votes of the voting delegates present and voting on the question, but in the case of equality of votes the Chairman of the meeting shall have a casting vote. A quorum shall be one third of all possible Regional votes.

5.7.4 Powers (03/04)

- 4.1 The Forums' primary purpose is the sharing of expertise and experience. They may however make suggestions or recommendations to the Member Groups or to the IAM.

5.7.5 Aims and Objects (02/07)

5.1 The principal aims and objects are:-

- a) Promoting liaison among Groups i.e. inter-change of ideas
- b) Aiding the formation of Sub-Groups and new Groups
- c) if requested by an individual Group, and supported by the RCo & RMA, to offer help and guidance on the day to day running of that Group.
- d) Assisting with Associate and Observer training
- e) Assisting and co-ordinating publicity
- f) Promoting liaison with the Police and other road safety organisations
- g) Co-operation on any matter beneficial to the Groups, the IAM or Road Safety

5.7.6 Management..... (02/07)

- 6.1 The Forum will have a Chairman, Secretary and Treasurer (The Treasurer is only elected if there is a need). The Chairman, when elected, does not act as a Group Representative at Regional Liaison Forum Meetings. These Officers shall retire annually, but may offer themselves for re-election at the AGM. A Vice-Chairman may be elected if required, or the Committee can elect a Chairman for the meeting if the elected Chairman is unable to attend.
- 6.2 The elected Chairman of the Forum, or any individual Forum meeting Secretary and Treasurer must be familiar with all aspects of IAM policies, which they will be expected to support where necessary.
- 6.3 Those members holding official positions within the Forum must be prepared to converse and co-operate with their respective DCM, RCo and RMA amicably.
- 6.4 It is strongly recommended that prospective officers of the Forum discuss the matter with their respective DCM, RCo and RMA before offering themselves for election.

5.7.7 Finance..... (03/04)

- 7.1 A Bank or Building Society Account shall be opened in the name of the Forum.
- 7.2 The Treasurer, Chairman and Secretary shall be authorised to sign cheques on its behalf. All cheques shall be signed by not less than two signatories.
- 7.3 Proper records of the receipts, payments, assets and liabilities of the Forum shall be kept for at least ten years.
- 7.4 The Treasurer, as required, and at least once a year at the Annual General Meeting, shall produce properly prepared Accounts (independently examined).

5.7.8 Meetings (02/07)

- 8.1 Meetings shall be called at the discretion of the Forum, with a recommendation of three a year, but not less than two a year per Group Forum. Minutes of the meetings must be recorded and retained for a minimum of ten years.
- 8.2 All Groups in the Forum are Members and should receive copies of the Minutes, as should the NGC Chairman, DCM, IAM Chief Executive, RMA's.

5.7.9 Winding up..... (03/04)

If for any reason a Liaison Forum winds up, then any remaining funds and assets shall be transferred to the IAM which will endeavour to apply the funds to the furtherance of Group liaison within that Region through other activities.