

Mid Yorkshire Advanced Motorists

Group Local Rules or Standing Orders

These Group Local Rules or Group Committee Standing Orders are to be read alongside the Mid Yorkshire Advanced Motorists (hereafter referred to as "MYAM") Group Rules of Affiliation as stipulated by IAM RoadSmart.

These Group Local Rules may only be amended at a Committee Meeting and by a majority vote of Elected Committee Members

1. Introduction

- 1.1 Rules for local Groups affiliated to the Institute of Advanced Motorists. These rules will form the constitution of the local Group.
- 1.2 The name of the Group is Mid Yorkshire Advanced Motorists affiliated to the Institute of Advanced Motorists. (The Mid Yorkshire Advanced Motorists is hereinafter referred to as "MYAM"; the Institute of Advanced Motorists is hereinafter referred to as "IAM RoadSmart")
- 1.3 Affiliation to IAM RoadSmart does not authorise any representation which would involve IAM RoadSmart in any liability whatsoever.
- 1.4 IAM RoadSmart has power to cancel the affiliation of MYAM at its absolute discretion and to restore such affiliation upon such terms as it sees fit, provided that the Group shall first be given the right of appeal to the IAM RoadSmart Council.
- 1.5 The name, scope, and geographic area of the operation of MYAM may be amended by the IAM RoadSmart Council, having given prior notice of implementation of the intended change(s) to the MYAM Committee.

2. Group Committee

- 2.1 Elected Members of the local Group Committee must be fully paid-up Members of IAM RoadSmart and fully paid-up Members of Mid Yorkshire Advanced Motorists.
- 2.2 Elected Members of the local Group Committee are Trustees of the Group and hold a particular position or a particular skill on the Group Committee if requested to do so.
- 2.3 The Committee must consist of a minimum of three officers (Chairman, Secretary, and Treasurer), a Vice-Chairman (optional), and a minimum of three other duly elected MYAM full members. The total number of the Committee members must not exceed twenty.
- 2.4 No local Group full member may hold an officer position with another IAM RoadSmart affiliated local group or similar organisation, where this creates (or may be seen to create) a conflict of interest. Any local group full member denied eligibility on such grounds will have the right of appeal to the IAM RoadSmart Council.
- 2.5 Members disqualified by law from acting as a charity trustee are not eligible to serve on any local group committee.
- 2.6 All Officers and one-third of the remainder of the Group Committee members must retire annually by rotation and may offer themselves for re-election by local group full members at the Annual General Meeting (AGM).

- 2.7 Nominations for Committee members should be submitted to the Secretary and received not less than seven days prior to an AGM. Nominations must be proposed and seconded in writing, by letter or e-mail, by MYAM full members.
- 2.8 Nominations will only be accepted from the floor of an AGM if a written nomination for that Committee position has not been received prior to the meeting and the person nominated from the floor is present and agrees to be so nominated and seconded.
- 2.9 The IAM RoadSmart Council may, at any time, appoint a representative of IAM RoadSmart to any group committee. Such representatives appointed by the IAM RoadSmart Council are authorised to attend local group committee meetings (without voting rights). The Secretary of the local group must advise any such designated representative of the date, time, and venue of all meetings.

3. Group Membership Categories

3.1 A local group may only have the following membership categories;

- Group Full Members
- Group Honorary Members
- Group Associate Members
- Group Friends

3.1.1 Group Full Members

- a) All MYAM Group Members must be fully paid-up Members of IAM RoadSmart and pay an additional annual subscription (membership fee) to the Group.
- b) The MYAM Committee will be obliged to accept as a Group Full Member any current member of IAM RoadSmart on completion of the MYAM application form and payment of the annual MYAM subscription. The Group Committee is not obliged to accept an application from any person who has previously been expelled from any local group, but in such cases the IAM RoadSmart Member has the right of appeal to the IAM RoadSmart Council.
- c) Local Group Committees may invite IAM RoadSmart Members or non-IAM RoadSmart Members to be a President or a Vice-President of the Group. Non-IAM RoadSmart Members holding such positions must not describe themselves as Members of IAM RoadSmart.
- d) The rate of the subscription shall be set by the Group Committee at the Annual General Meeting.
- e) Any lapse in payment of the annual subscription to either IAM RoadSmart or to the Group shall result in the discontinuance of the Group membership.

3.1.2 Group Honorary Members

- a) All Honorary Members of the Group must be fully paid-up Members of IAM RoadSmart.
- b) Honorary Membership of the Group is awarded in recognition of past membership of (or outstanding services to) the Group and must be agreed by a majority of the Committee.
- c) Long service to the Group alone shall not be deemed as “outstanding service”.

- d) If an Honorary Member becomes active on the local Group Committee or as an IAM RoadSmart Observer, the appropriate local Group subscription must be paid.

3.1.3 **Group Associate Members**

- a) The local Group Committee may accept as Associate Member people wishing to become Full Group Members
- b) Local Group Associate Members may continue in that membership category as such for a period of up to one year only, during which time they should endeavour to be accepted into full IAM RoadSmart membership. In individual cases, where there are special circumstances, this period may be extended at the discretion of the local Group Committee.

3.1.4 **Group Friends**

- a) In the absence of special reasons rendering a particular applicant unacceptable, in the reasonable opinion of the Group Committee, it must accept applications from the general public to become Group Friends, on such terms as the Group Committee may decide.
- b) This membership category may only be awarded by individual decision of the Group Committee.
- c) This category is not intended:
- for those who have in the past been local Group Full Members.
 - for those who have been, and are no longer, IAM RoadSmart Members, or
 - for those who have been local Group Associate Members (unless they have taken and failed the IAM RoadSmart advanced test).

- 3.2 Any proposed changes to the Group subscriptions for any Membership category must be notified to the Chief Executive of the IAM before being put before the Group Membership for approval (or before implementation, where the Committee has been empowered to make such changes without specific Membership approval).

4. Day-to-Day Leadership of the Local Group

- 4.1 The leadership of a local Group is vested in a Committee responsible to all Members of the local Group. The local Group Committee must abide by Group Rules.
- 4.2 Where the local Group is a registered charity in its own right, all Members of a local Group Committee assume the responsibilities of Trustees of the charity. All Committee Members are jointly responsible for ensuring the local Group is run according to Group Rules and appropriate charity law.
- 4.3 All Committee Members are responsible for being aware of the requirements and responsibilities of being a trustee.
- 4.4 Local Group Committee Members are entitled to reimbursement from local Group funds for out-of-pocket expenses properly incurred on submission of the appropriate completed claim form supported by receipts.
- 4.5 Observers may also claim for mileage where prior approval has been given by the Group Chief Observer or the Group Secretary.
- 4.6 Local Group Committees may form standing and ad hoc sub-committees as required.

5 Roles and Responsibilities of the Local Group Committee

5.1 Key Responsibilities

- 5.1.1 To ensure the local Group is run properly and to further the objectives of the local Group.
- 5.1.2 To encourage and assist drivers to become members of IAM RoadSmart.
- 5.1.3 To foster and maintain interest in IAM RoadSmart among Members and to keep them informed by way of a periodic newsletter.
- 5.1.4 To arrange road safety and other events which further the objects of the local Group.
- 5.1.5 To ensure no local Group Member derives pecuniary benefit from local Group resources through their membership of the local Group.
- 5.1.6 The Group Committee must ensure all local Group Full Members are current IAM RoadSmart Members and must exclude from local Group membership any local Group Full Member if their IAM RoadSmart membership has ceased.
- 5.1.7 Generally to co-operate with the IAM RoadSmart Council and employees of IAM RoadSmart.
- 5.1.8 To record and retain minutes of meetings of the Committee, AGM's, and EGM's for a minimum of ten years.
- 5.1.9 To respect IAM RoadSmart's copyright in its badge or logo.
- 5.1.10 To use the IAM RoadSmart badge and logo in Group literature in accordance with the brand guidelines set out for their use by IAM RoadSmart.
- 5.1.11 To report any unauthorised use of the badge or logo to IAM RoadSmart and endeavour to prevent the badge or logo from being otherwise reproduced without the consent of the IAM RoadSmart Council.
- 5.1.12 To endeavour to ensure the good name of IAM RoadSmart and the local Group is maintained and is not brought into disrepute by the conduct of the local Group or any Group Member.
- 5.1.13 All elected Members of the local Group Committee are Trustees of the local Group
- 5.1.14 All elected or co-opted members of the Group Committee are required to attend Committee and General meetings
- 5.1.15 Apologies for non-attendance at meetings should be forwarded to the Group Secretary (or, in his/her absence, to the Group Chairman) by 16.00 hrs on the date of the meeting
- 5.1.16 Any Committee member who fails to attend three consecutive Committee meetings or six meetings in total (with or without having submitted apologies) between consecutive Annual General Meetings shall be deemed to have resigned from the Group Committee, unless the Member has obtained agreement for the absence from the whole Committee.

Note: *The Committee Member who is deemed to have resigned in such an instance may apply to the Committee for re-instatement. Such re-instatement will be solely at the discretion of the Committee. This Local Rule is designed to enable the Group to replace a Committee member who is considered to be no longer sufficiently active within the Group Committee and thus maintain a quorum.*

5.1.17 Descriptions of the roles of the Group Officers and specific Committee roles are listed in Appendix 1.

6. Succession Planning

It is the responsibility of the Group Officers to ensure each role has a fully formalised successor being mentored for a minimum of twelve months from their planned retirement from the role.

7. Meetings

7.1 Committee Meetings

The Secretary of the local Group Committee will convene ordinary meetings of the Committee at least once every three months.

All scheduled meetings of the Group Committee shall start at an agreed pre-arranged time and shall last no longer than two hours, unless agreed by a majority of the Committee.

7.1.1 All meetings of the Group Committee shall be held at a venue agreed by a majority of the Committee.

7.1.2 Decisions shall be taken by a show of hands, but a Committee Member may request a secret ballot for a particular matter. The Chairman shall have a vote. In the event of a tied vote, the Chairman shall have the casting vote, but must always vote for status quo.

7.1.3 A quorum of the local Group Committee shall be one third of all Committee Members or three, whichever is the greater.

7.1.4 Any items to be placed on the agenda shall be forwarded to the Secretary no later than eight days prior to the date of the meeting. Urgent items which are not able to be notified to the Secretary in advance shall be raised at a suitable point during the meeting or may be raised at the end of the meeting under "Any Other Business".

7.1.5 In the event that any matter of urgency is not able to be completed in the allotted time, the Group Committee Members in attendance may agree to suspend Standing Orders for not more than thirty minutes in order to complete the item.

7.1.6 Any item on the agenda not discussed because of time limitations shall be deferred and placed on the agenda of the next meeting before any new items.

7.2 Annual General Meetings and Extraordinary General Meetings

7.2.1 An AGM must be held once in every calendar year and no more than 18 months after the previous AGM.

7.2.2 The Secretary will ensure at least 21 days, but not more than sixty days, notice of the AGM is given in writing to all Group Full Members. Publication of the notice of the AGM in the Group Newsletter shall be deemed sufficient.

7.2.3 An EGM may be convened at any time by the Group Committee to deal with any items deemed by the Committee to be special business. The Secretary will ensure at least 21 days, but not more than sixty days, notice of the EGM stating the business to be discussed is given in writing to Group Full Members.

- 7.2.4 Group Full Members may also convene an EGM. The resolution or matter/s for discussion must be put in writing, stating the business to be considered and signed by at least five Group Full Members or five per cent of the total number of Group Full Members, whichever is the greater, and forwarded to the Group Secretary, who will call an EGM within 36 days. The notice from the Group Secretary to the Group Full Members shall be in writing giving a minimum of seven days notice, and state the business to be discussed.
- 7.2.5 A quorum for an AGM or EGM shall be five Group Full Members or five per cent of the total number of Group Full Members, whichever is the greater.

8 Finance

- 8.1 The local Group Committee shall have the following responsibilities:
- 8.1.1 To safeguard the local Group's assets, particularly local Group funds, maintaining adequate insurance cover for such assets and against third party liabilities as appropriate. Charity trustees have a duty to safeguard the local Group's assets.
- 8.1.2 If considered appropriate and approved by the Charity Commission to arrange and maintain Trustee indemnity insurance.
- 8.1.3 To open and operate a Bank or Building Society Account in the name of the Group. The Group Committee shall designate the Treasurer, the Chairman, the Secretary, and other Members of the Group Committee as required as authorised signatories to the account for the purpose of making payments (either by cheque or by electronic means). The Group bank mandate must stipulate that all cheques must be signed by not less than two of the authorised signatories (where a cheque book is issued on the account).
- 8.1.4 To ensure no payments are made to Group Members or third parties without receipt of a completed expense form and appropriate receipts.
- 8.1.5 To confirm any request for an electronic transfer/payment of funds by a personal telephone call to the Treasurer by the person making the request (if it's a member of the Group Committee) or to the Treasurer or the Chairman (if the request is not a member of the Group Committee), prior to the transfer taking place. No payment to be made to any third party outside the Group until a detailed receipt has been given to the Treasurer in person or by e-mail.
- 8.1.6 To maintain and keep proper records of income and expenditure, assets and liabilities of the Group. These are to be retained for a minimum of seven years.
- 8.1.7 To apply the assets and funds belonging to the Group only for the purposes in furthering the objectives of the Group
- 8.1.8 To prepare annual accounts and reports which are approved by the Group Committee, submitted to Group Full Members for approval at the AGM and subsequently forwarded to IAM RoadSmart.
- 8.1.9 No Group funds should be lodged in any personal account. However, for Committee Members who make regular purchases, an agreed float may be provided and the money spent from the float each month topped up to the agreed amount on production of an authorized expense claim form and appropriate receipts.

9. Expulsion of Group Members

- 9.1 The Group Committee may expel a Group Full Member, Group Associate Member, Group Honorary Member, or Group Friend from membership of the Group for inappropriate conduct or conduct inconsistent with the aims and objectives of the IAM RoadSmart and/or the Group.

- 9.2 In considering the conduct of a Member, the Group Committee must have regard to the rules of natural justice, discussing the allegation(s) / issue(s) with the individual concerned, considering the case fully and fairly, and recording all details. The Group Committee shall endeavour to complete their investigations and reach a finding in a timely manner.
- 9.3 As the final element of the process, the Group Committee shall invite the individual concerned to attend a formal disciplinary meeting to consider and, if appropriate, decide on their continuing Group membership. The individual concerned may be accompanied to such a meeting by a friend who should be a Full Member both of IAM RoadSmart and the Group, but not a local Group Committee Member or Officer.
- 9.4 Any individual expelled from the Group by the Group Committee shall first be given the opportunity to submit representations to the Group Committee and shall always have the right to appeal to the Council of IAM RoadSmart.

10. Winding-Up

- 10.1 If the Group Committee, by a simple majority, decides at any time on any grounds that it is necessary or advisable to wind up the Group, the Secretary shall convene an EGM as set out in the Group Guidelines and Handbook with a resolution for the winding up of the local Group.
- 10.2 A resolution to wind up the local Group shall require a two-thirds majority of those present and voting to be carried, whereupon the Group Committee shall instigate the winding up of the Group.
- 10.3 Any surplus assets remaining after the settlement of all liabilities shall be immediately transferred to IAM RoadSmart to be applied in the pursuance of IAM RoadSmart's charitable objects.
- 10.4 If IAM RoadSmart is no longer in existence when the Group is wound up, then the surplus assets shall be paid to such charity or charities as the Group Committee shall select; to be applied for similar charitable purposes.

Group Local Rules or Standing Orders dated: 29. January, 2018

Group Local Rules or Standing Orders revised: 19. March, 2019

Group Local Rules or Standing Orders revised: 14 October 2019

Mid Yorkshire Advanced Motorists

Group Local Rules or Standing Orders

Appendix 1

Committee Officer and Member Roles

The roles of the Officers and Members of the Group Committee shall be as per those outlined in the IAM RoadSmart Group Guidelines and Handbook 2017. The following additional duties and responsibilities specific to the MYAM Group have been added:

1. President

It is not essential for a local Group to have a President, but it may be an advantage. A President may add to the standing of a local Group within its area of operation. A President and / or Vice President are not required to be Members of IAM RoadSmart. Chief Constables, Senior Police Officers, and Road Safety Officers may be appropriate for such a position, but there may be other candidates worthy of consideration.

2. Vice President

A local Group may appoint Vice Presidents as it wishes. It is recommended such appointments are not made in recognition for past services (where Honorary Membership may be more appropriate) but are made with future benefits to the local Group in mind.

3. Chairman

3.1 Summary of Role

The Chairman is:

- part of the local Group Committee and is a Trustee.
- leads the local Group Committee
- ensure the Group operates in accordance with the guidelines set out by The Charities Commission and IAM RoadSmart (in the Group Guidelines and Handbook 2017)
- ensures the Group engages and embraces IAM RoadSmart standards and strategy.

3.2 Key Responsibilities and Tasks

- Be in overall control of the activities of the Group.
- Lead the elected and co-opted Committee Members and be in overall control of the activities of the Group.
- Have an understanding of how to chair meetings.
- Consult with other members of the Group Committee as appropriate when it is necessary to make decisions out of Committee. These decisions must be ratified at the next Committee meeting.
- Encourage and maintain contact with IAMR Head Office and other AMR Groups.
- Provide support for all Committee Members, Group Members, and Group Associates.
- Control and maintain a record of privileged access of Officers to DTE, Group website, etc.
- Continue to grow the Group.
- Chair Group Committee Meetings, attend meetings and local events where appropriate, and be a visible presence and key representative of the Group at local events.
- Attend National and Regional IAM events and meetings.
- Have a deep understanding of the Group dynamics and the ability to motivate the Group Committee and Group Members.
- Establish a good working relationship with the Group Officers.
- Act as a signatory to the Group's bank/savings account/s.
- Be prepared to hold this post for a period of no more than three years. There may be a minimum break of one year before accepting nomination for this post again.

3.3 Key Skills

- Good interpersonal skills.
- Experience of previously holding one or more of the other officer positions on the Committee.
- An appropriate level of leadership skills commensurate with the role.
- Knowledge and use of the internet (including e-mail).
- The ability to deal with all procedural issues as and when they occur.
- The ability to self-evaluate and ensure appropriate succession-plans are in place.

4. Vice Chairman

4.1 Summary of Role

- The Vice Chairman is a Member of the local Group Committee and a Trustee of the Group.
- Act as deputy for the Chairman in his/her absence.
- Act as future Chairman in training. For this reason, the Committee should avoid electing the immediate past Chairman to this post.
- Oversee events, publicity, and special activities or promotions if required.

4.2 Key Responsibilities and Tasks

- Deputise for the Chairman in his/her absence.
- Be an active source of guidance for the Group's Events and Publicity Officer/s.
- Provide support for all Group Committee Members, Group Members, and Group Associates.
- Become a visible presence and key representative of the Group at local events if required.
- Continue to grow the Group.
- Attend National and Regional IAMR events and meetings as and when required.
- Attend local events where appropriate.
- Act as a signatory to the Group's bank/savings account/s.

4.3 Key Skills

- Good interpersonal skills.
- Appropriate level of leadership skills commensurate with the rôle.
- Knowledge and use of the internet (including e-mail)

5. Secretary

5.1 Summary of Role

- The Group Secretary is a member of the local Group Committee and a Trustee of the Group.
- Provide the link between the Group, IAM RoadSmart Head Office, other organisations, and members of the public.

5.2 Key Responsibilities and Tasks

- Have a good understanding of Group Rules and committee proceedings.
- Record Minutes of Committee Meetings and General Meetings.
- Ensure that the Group Rules are followed during all Committee and General meetings.
- Organise the AGM.
- Ensure notices are issued on time.
- Circulate, collect, and collate Committee nomination forms.
- Request, collate, and print AGM reports.
- Record and type the AGM minutes.
- Forward AGM minutes and financial report to IAM Head Office.
- Inform IAM Head Office of any changes in Group Officers.
- Ensure DTE is updated to show all changes in Committee Members.
- Respond to queries from Members/potential Members concerning IAM RoadSmart, its aims and objectives, and encourage enrolment.
- Complete risk assessment forms as required.

- Submit Annual Reports.
- Provide support for regular Committee meetings and General meetings:
 - preparation and circulation of agenda to all Committee Members seven days prior to the meeting.
 - circulation of minutes of previous meeting to all Committee Members seven days prior to the meeting.
 - record minutes of the meeting.
- Report and deal with all correspondence from IAMR Head Office and other sources.
- Book venues for meetings and events.
- Maintain the Group's library of documents; file and maintain records of all Committee and General meetings; hold all relative correspondence from the Charity Commission; hold all other information deemed necessary to the Group.
- Order Group stationery.
- Ensure the risk assessment is up to date and re-visited annually.
- Forward Remittance Advice notifications to Group Treasurer and Group Membership Secretary.
- Update DTE; manage and monitor DTE in all aspects relating to Group Members.
- Ensure all information destined for the Membership is circulated as soon as possible, i.e. Insight, Group news, etc.
- Maintain records at the Charity Commission; update records as required and submit Annual Reports.
- Act as a signatory to the Group's bank/savings account/s.
- Deal with Membership enquiries; follow up on complaints and Membership enquiries, which are unable to be dealt with at a local level.
- Attend, as appropriate, National and Regional IAM events and report to Group Committee on outcomes.
- Respond to requests from members of the public for information concerning Group activities.
- Apply to IAM Head Office for grants through ROM.

Note: *It is anticipated that some tasks will be delegated, e.g. taking minutes of meetings, but it is the responsibility of the Group Secretary to ensure these tasks are completed correctly.*

5.3 Key Skills

- Good interpersonal skills.
- IT literacy.
- Knowledge and use of the internet (including e-mails).

6. Treasurer

6.1 Summary of Role

- The Treasurer is a member of the local Group Committee and a Trustee of the local Group.
- Maintain accurate records of all the financial transactions of the Group.

6.2 Key Responsibilities and Tasks

- Maintain a simple current bank account in the name of the local Group, plus a deposit account. A mandate will be required for signing cheques / authorising electronic payments.
- Provide regular and accurate reports to the Group Committee.
- Provide data to the Group Secretary as required by IAM RoadSmart Head Office.
- Advise the Membership Secretary of all Group subscriptions received.
- Collate information from the bank(s), IAM RoadSmart Head Office, and other sources to update the Treasurer's records.
- Maintain proper records of the receipts, payments, assets, and liabilities of the Group.
- Ensure that Gift Aid Relief is claimed annually from HMRC.
- Balance and close yearly accounts and immediately submit to the Auditor (or Examiner) for independent review.
- Submit the audited/examined balance sheet for publication to Group Members.

- Submit audited/examined accounts at the AGM for endorsement/ acceptance by the Group Membership.
- Ensure that the Annual Return and Annual Accounts are submitted to IAM Head Office and The Charity Commission on time.
- Act as a signatory to the Group's bank/savings account/s.
- Ensure funds are set aside for maintenance, repair, and possible eventual replacement of equipment owned by the Group.

6.3 Key Skills

- Good interpersonal skills.
- Working knowledge of a spreadsheet programme (preferably Microsoft Windows Excel).
- Knowledge and use of the internet (including e-mail).

7. **Membership Secretary**

7.1 Summary of Role

- The Membership Secretary is a member of the local Group Committee and a Trustee of the Group.
- Maintain an accurate record of all local Group Members and Associates using IAMR's DTE system.

7.2 Key Responsibilities and Tasks

- Inform the Chief Observer of any new Associates
- Provide data to the Group Chief Observer and Group Secretary as required by IAMR Head Office.
- Ensure the Group Treasurer can reconcile membership income with active Members.
- Ensure Membership fees are paid at the appropriate time and notified to the Group Treasurer.
- Be the Group's Data Protection Officer.
- Ensure all information on Full and Associate Members is received from Head Office, recorded, and kept updated on DTE system.
- Collect all Group Membership subscriptions and follow up with each Group Member who has not paid his/her subscriptions within the time allowed.
- Be first contact point for enquiries from the Group's website.
- Contact each new Member or Associate Member with a "welcome" communication and an invitation to Group meetings.
- Provide an analysis of Members to the regular Group Committee meetings.
- Inform the Newsletter Editor of any new Members, test passes, etc.

7.3 Key Skills

- Good interpersonal skills.
- IT literacy.
- Knowledge and use of the internet (including e-mail).
- Adept in the use of the IAMR DTE system.

8. **Newsletter Editor**

8.1 Summary of Role

- Preparation and circulation of the local Group newsletter ("Are We There Yet?").

8.2 Key Responsibilities and Tasks

- Check information issued by Head Office and other relevant bodies.
- Ensure Group Members are notified of any relevant information issued by the above bodies.
- Ensure Group Members are notified of all Group events and meetings via the newsletter.
- Collection and/or reproduction of suitable articles and photographs for the newsletter.
- Ensure the newsletter is issued on time and circulated to all Group Members by e-mail or post.

8.3 Key Skills

- Good interpersonal skills.
- IT and DTP skills.
- Knowledge of photography.
- Knowledge and use of the internet (including e-mail).

9. Chief Observer

9.1 Summary of Role

- The Group Chief Observer is a member of the local Group Committee and a Trustee of the local Group.
- Oversees and co-ordinates the training and operations of all Group Observers and the guidance of all Group Associates

9.2 Key Responsibilities and Tasks

Management of Associates

- Receive new Associate details from the Membership Secretary.
- Receive requests for Pre-Test Assessments from Observers and allocate them to National Observers as required.
- Record test dates and test results.
- Review the progress of Associates with Observers as necessary.
- "Pool" non-performing Associates or reallocate to other Observers if necessary.

Management of Observers

- Recruit new Trainee Observers.
- Organise and assist with Observer Training Sessions.
- Allocate Trainee Observers to IMI National Observers (Local Observer Assessors).
- Conduct IMI Local Observer final assessments.
- Conduct IMI National Observer training sessions and mock assessment sessions.
- Ensure Observer/training meetings are held as required.
- Identify Local Observers for progression to National Observer.
- Maintain and oversee observing standards across the Group.
- Encourage attendance at Skill Check and Observer training events.
- Ensure all Local and National Observers are and remain fully qualified.

Group Activity

- Attend Group Committee meetings.
- Advise the Group Committee of potential new Local and National Observers.
- Attend Group social events as required.
- Liaise with IAMR Head Office, the Membership Secretary, and the Group Officers as required.
- Monitor results of Observing activity and maintain necessary statistics.
- Ensure own qualifications are kept up to date.
- Provide opportunities for existing Members to refresh their skills (Skill Check).

Regional Activity

- Attend Chief Observer meetings as and when called.
- Attend Regional events as required.
- Attend other Regional meetings as required.

Note: *Any of the above tasks may be delegated to other members of the Observer Team but overall control must be retained by the Group Chief Observer to ensure the tasks are completed.*

9.3 Key Skills

- Hold at least an IAM National Observer qualification (and preferably a Masters qualification).
- Be a registered Local Observer Assessor.
- Excellent interpersonal skills.

- Good IT Skills.
- Knowledge and use of the internet (including e-mail).
- Adept in the use of the IAMR DTE system.

10. Associate Liaison

10.1 Summary of Role

The Associate Liaison reports directly to the Group Chief Observer and ensures that Associates progress towards their IAM Test through appropriate on-going interaction with their Observer, the Associate Liaison, the Chief Observer, and other Members of the Group.

10.2 Key Responsibilities & Tasks

- Make initial contact with Associates, welcome them to the Group, and explain the way forward.
- Allocate an appropriate Observer to each Associate.
- Provide on-going support to the Associates and Observers.
- Monitor Associates' progress towards the IAM Test.
- Promote the Group to Associates.
- Appraise the Chief Observer of Associates' and Observers' activities as appropriate.
- Make contact with Associates immediately prior to the IAM Test and ascertain the result after the Test.
- Congratulate Associates on pass; advise appropriate Officers; send Advanced Driving Questionnaire; and monitor results.
- In the event of a test failure, allocate the Associate to the current or a new Observer as deemed necessary.

10.3 Key Skills

- Good interpersonal skills.
- Knowledge and use of the internet (including e-mail).
- Adept in the use of the IAMR DTE system.

11. Webmaster

11.1 Summary of Role

- The Webmaster is a Member of the local Group Committee and is a Trustee of the Group.
- Responsible for the maintenance and control of the Group website.
- Responsible for advising the Group Committee on Information Technology issues and progressing as appropriate.

11.2 Key Responsibilities and Tasks

- Be a source of guidance to the Group Committee on all website and IT issues.
- Ensure that all events, dates, and information on the Group website are updated regularly, so that it is an effective source of information for the general public and all Members.
- Review periodically all of the content on the website and arrange for updating/improving as appropriate.
- Liaison with IT staff at IAM Head Office on all IT issues.
- Location and solution of any website-related problems.
- Preparation and updating of the Group website calendar.
- Coach and advise other authorised Members who may have access to restricted areas on the website.

11.3 Key Skills

- Good interpersonal skills.
- Excellent knowledge of IT and websites.
- Detailed knowledge of the IAMR Website.
- Knowledge and use of the internet (including e-mail)

12. **Events Co-Ordinator**

12.1 **Summary of Role**

- Organising the Group's attendance at any or all external events, e.g. car rallies,

12.2 **Key Responsibilities and Tasks**

- Liaising with organisers of external events.
- Liaising with Local Authority representatives.
- Keeping the Committee fully aware of events.
- Completing application and risk assessment forms.

12.3 **Key Skills**

- Good interpersonal skills.
- IT literacy.
- Knowledge and use of the internet (including e-mails).

13. **Group Voluntary Positions**

13.1 **Observers**

Observers are required to:

- Ensure their Observer qualification is kept up to date.
- Maintain contact with their Associate(s).
- Arrange regular observed runs with their Associate(s).
- Ensure all paperwork regarding the Associate and the runs is accurately recorded and forwarded to the Chief Observer, Membership Secretary, and/or Chairman if requested.
- Report to the Chief Observer and Membership Secretary any loss of contact with their Associate(s) after a period of three weeks.
- Report any problems promptly to the Chief Observer and/or to the Membership Secretary.
- Attend Observer Training events as required.
- Attend regular Skill Check Drive events as often as possible.

13.2 **Associates**

Associates are required to:

- Maintain contact with their Observer.
- Agree to regular observed runs with their Observer.
- Attend regular Skill Check Drive events.
- Report any difficulties or personality differences immediately to the Chief Observer.
- Abide by the requirements listed in the Welcome Pack issued at the commencement of the course.

Note: Associate Guidance

Where possible, in order to avoid compromising guidance, a Group Observer should not be assigned to an Associate who is either a family member or a close friend. In such a case, the Group Observer should inform the Chief Observer immediately, so that another Observer may be allocated.