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Branch guidelines on making appointments to Council+

DRAFT v110315

A. Guidance

- 1) This is an internal summary for Branches on new organisational arrangements that give rise to our 'Council+' initiative, which are being explored under the title 'IHBC+' [pronounced 'IHBC plus'] (see <http://ihbconline.co.uk/newsarchive/?p=9169>)
 - a) Queries may be raised with your Branch trustee or with the IHBC Secretary, *via* Lydia Porter at admin@ihbc.org.uk.
 - b) Branch appointments to Council+ should be notified to the IHBC Secretary, *via* Lydia Porter at admin@ihbc.org.uk, as soon as they have been identified, ideally during April.

B. What Branches need to do

- 2) Review this guidance, raising any queries in the first instance with your Branch appointed trustee.
- 3) Using your existing Branch practices and networks, highlight opportunities for IHBC members of all membership categories to go forward for appointment by the Branch as a member of Council+ in line with the following arrangements:
 - a) Ordinarily, each Branch can appoint one new member to Council+. All Branches are allocated two places on Council+, but a Branch-appointed trustee takes one place by default.
 - b) The remit of Council+ is to serve as a forum offering corporate oversight, practical guidance, advice and direction to IHBC trustees and, as appropriate, other parts of the IHBC's UK, national and regional operations (*e.g.* Committees, Branches and the National Office). The IHBC's website and *Yearbook* have full details of current structures.
 - c) IHBC+ is designed to generate new capacity and opportunities for members and the wider heritage sector by widening access and adding currency and skills to the IHBC's management and governance. Council+ appointments are encouraged to reflect these ambitions where appropriate.
 - d) Council+ sits on 2 days each year. For 2015 these will be on the Sunday after the Annual School (21 June) and in London on Wednesday 2 December.
 - e) Council+ appointments are open to IHBC members of all categories (Affiliate, Associate and Full).

- f) The inability of a prospective Council+ Branch appointment to attend a particular Council+ meeting does not preclude their appointment.
- 4) Branch should agree the formal Branch appointment to Council+ following current Branch practice, typically with a formal decision by Committee or Branch AGM as timing allows.
 - a) Timescales will necessarily vary, but ideally Branches should ask for notes of interest from prospective Council+ appointees to be lodged with the Branch committee in a timescale that allows for the Branch to agree the appointment in April.
 - b) IHBC's LETS Liaison Officer, Kate Kendall (LETS@ihbc.org.uk), is on hand to advise on operational and management issues.
 - c) Details of the Branch appointment to Council+ should be passed as soon as possible to the IHBC Secretary, via Lydia Porter at the National Office (admin@ihbc.org.uk).
- 5) If there are no Branch nominations by mid-April, alert the National Office so that the IHBC+ programme can respond.

B. Council+ members: Duties and benefits

- 6) Membership of Council+ is open to individuals in any class of IHBC membership: Full, Associate or Affiliate.
- 7) Council+ offers volunteers a manageable and accessible platform to develop a deeper involvement with the UK-wide operations of their professional body, with current obligations projected at 2 meetings a year, only one on a working day.
- 8) All reasonable travel expenses are covered, including expenses to attend the Council+ meeting following the Annual School and in London in December.
- 9) Council+ appointments who are not trustees will be given special consideration when making applications for bursary support for attendance at the Annual School, to facilitate access to the UK-wide networking and learning opportunities offered at the School. See the 2015 School website for bursary details.
- 10) Council+ appointment should count as CPD for members, helping to develop relevant new professional and specialist skills including in change management and corporate governance.
- 11) Terms of appointments to Council+ follow the practice in our Memorandum and Articles, with elections held annually and with a presumption – but not a requirement – that a post-holder will agree follow a three-year term subject to consensus.

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