

GN 7	Guidance for Divisional Representatives Within NMRA British Region	Issue 1
Guidance Note		14/6/2016

Introduction

The purpose of this document is to help the Divisional Representatives to fulfil what is a vital function in the success of the Region.

The British Region Handbook concisely lists the duties as being to:

- provide members with information about activities within the Division;
- direct members towards any relevant active groups within the Division or nearby that offer activities in line with the member's expectations;
- liaise with the nominated representatives of any active groups (Group Representatives) within the Division to keep up to date on meets, etc;
- promote the establishment of new active groups and advise details of same to the Region Secretary for approval and recognition;
- liaise with the Marketing Co-ordinator as necessary for the availability of publicity material for display at local shows and similar events;
- provide regular details of activities within the Division to the editors of the Region's newsletters and update and maintain the relevant pages the Region website for their Division activities, or advise the Webmaster of such;
- apprise the Editor of the Region Directory of the Division's activities, or delegate to the chair person of any active group;
- provide or arrange an annual report of activity within the Division to the Region Secretary for the AGM each year. Where the Division has a number of active groups, the Divisional Representative can either collate the reports from the Group Representatives or allow them to report direct to the Region Secretary which is likely to be their preferred choice.

However, the Divisional Representative is likely to be a key contact with members. The growth and retention of membership depends on members feeling that the Region provides good value for money, and the Divisional Representative is well placed to help in achieving this.

The Role

On request, the Membership Director will provide a listing of all members resident within the Division. The data is for the purpose of contacting members within the Division. The data includes members who have asked to be excluded from the Directory, so this data must be kept confidential.

Considering the duties in turn

- provide members with information about activities within the Division;

When a new member joins, the Registrar will advise the appropriate Divisional Representative of the new member's details. The Divisional Representative should make contact with the new member, by telephone, e-mail or letter, and welcome him to the Division. He could be given details of other members in his area, and their interests. By encouraging contact, the new member can be made to feel at home. Please acknowledge the receipt of details to the Registrar so that he is sure that something is in hand. If the Registrar is not providing this information to you, contact him/her to set up a regular notification process.

- direct members towards any relevant active groups within the Division or nearby that offer activities in line with the member's expectations;

It is useful to send details of the groups near to him. These should not be restricted to those in the Division but should take into account ease of travelling, and shared interests. By getting him introduced to useful Groups it will help in getting the new member to join in. The Groups can also be advised of the new member so that they can look out for him or make direct contact.

- liaise with the nominated representatives of any active groups (Group Representatives) within the Division to keep up to date on meets, etc;

The Divisional Representative needs to be aware of what is going on in the Division so having up to date information on Groups and when they meet will help.

- promote the establishment of new active groups and advise details of same to the Region Secretary for approval and recognition;

The Divisional Representative is in a good position to recognise a need for new Groups being set up. The Region encourages new Groups to set up and is open to approaches for some funding to assist in these new Groups.

- liaise with the Marketing Co-ordinator as necessary for the availability of publicity material for display at local shows and similar events;

If a Group wishes to put on an event, they may not be fully aware of the assistance that may be available. Guides to putting on meets and events are available as is publicity material.

- provide regular details of activities within the Division to the editors of the Region's newsletters and update and maintain the relevant pages the Region website for their Division activities, or advise the Webmaster of such;

There is publicity available for the activities in a Division. The Region website is anxious to give publicity as is the Roundhouse Editor and the BRe-news Editor. Keeping this information up to date is necessary to maintain the confidence in the data.

- apprise the Editor of the Region Directory of the Division's activities, or delegate to the chair person of any active group;

The Directory includes a listing of all Divisions and the Groups within each Division. The Divisional Representative can help in increasing the value of this listing by making sure that the information is current and accurate. This may involve chasing the Groups for the information.

- provide or arrange an annual report of activity within the Division to the Region Secretary for the AGM each year. Where the Division has a number of active groups, the Divisional Representative can either collate the reports from the Group Representatives or allow them to report direct to the Region Secretary which is likely to be their preferred choice.

Each year a report of activity is required for the AGM. These are made available to the membership via the website.

These are the basic tasks but the Divisional Representative can do so much more.

Additional points

The Divisional Representative can assist members by providing them with information they need. This may be advising them of which Region Officer to contact to deal with a particular issue, or to make them aware of where information may be available. Member Aid is one possible route; another might be posting a request for information on the Members Forum on the Region website.

Some Divisional Representatives produce a regular newsletter circulated by email. These are available to share and personalise. They are now available on the Region website to view at your leisure. Contact the editors for more details on how to produce this.

The Region website also stores clinics that have been given in the past. Members may enjoy a day listening to those members who wish to share their know-how. Contact the presenters to get more information.

Consider holding a Division event – it could be a unique opportunity to bring all members together at this level. You could put on an open day inviting some members to bring along layouts, modules or modelling projects, have a bring & buy table and a trader or two. It need not be grand; just interesting enough to entice members out. Region might have funds available to help finance the event.