

Regional Operating Guidelines

Introduction

The purpose of this document is to provide the International Strategy Board team with a template to configure their independent & vastly different regions with a proactive set of guidelines taken from positive experiences of the UK regions as well as the already developed Overseas Branches.

Please refer to the attached Regional Organisation Structure diagram which provides a pictorial representation of the International Strategy Board as well as the individual Region structures.

Objectives & Key Activities

The objectives of the (7) regions are to provide a proactive support structure for engineers within independent country localities.

The key activities of a region are to support the strategic objectives of the IMechE including,

- Provide a communication path between IMechE HQ and our local members.
- Develop a strategic 3 year plan for the region
- Encourage participation in events & joint activities with reciprocal societies.

Background of Current Guidelines

Existing Branch guidelines have been revised to Revision 3 with reference to:

- Composition
- Voting & Election
- Branch Powers
- Student Chapter rules
- Statement of Accounts
- Governance

Regions are advised to carry out their duties based on the update revisions of the Branch guidelines. Although this is a lengthy document it provides the required details to fulfill our duties within the region. However there are certain exceptions and these are the key guidelines that have been summaries below.

Guidelines, General Rules & Duties

These guidelines are applicable to all tiers within the region with reference to the reporting structure.

Please refer to the branch guidelines for in depth details on guidelines.

Please note that Branch Chairs & Regional Chairs are not in competition and are equal

Regional Guidelines

- Where no branch or area representative has been defined, the regional chair, together with the regional YM representative may recommend that a corresponding member is selected and reports directly to them.
- Student chapter formation can be considered dependant on the level of activity. Student chapters can be formed using the standard committee template. Where no branch or area representative is available, the student chapter reports directly to the YM regional representative. All budget funding is subject to approval of the regional budget.

Regional Chairman

- The regional chairman holds the position for 3 years and is voted/elected through the guidance of the ISB & IMechE.
- The regional chairman is required to report to the International Strategy board 4 times a year to provide feedback on the activities and development within that region.
- The branch chairman is required to report to the International Strategy board 4 times a year to provide feedback on the activities and development within that branch and may forward information to the regional chairman where applicable.
- The regional chairman is required to correlate an annual budget request from IMechE HQ to carry out IMechE activities/events for the following year.
- The branch chairman is required to correlate an annual budget request from IMechE HQ to carry out IMechE activities/events for the following year and will forward information to HQ.
- The chairman may recommend a sub structure for the region dependent on geographical location and quantity of members. *(Example, Area representative for Western Africa or Central Americas).*

- The chairman may also recommend a committee or chapter dependant on the number of members within the geographical location.

Regional Young Member Representative

- The regional young member representative holds the position for 3 years and is voted/elected through the guidance of the ISB & IMechE.
- In all cases the young member representative works in conjunction with the chairman on a regional basis. *This is different for the Branch operations.*
- The regional YM representative is required to report to the International Strategy board 4 times a year to provide feedback on the activities and development within that region.
- The YM representative together with the Regional Chair (where applicable) is required to correlate an annual budget request from IMechE HQ to carry out IMechE activities/events for the following year.
- The YM representative may recommend a sub structure for the region dependent on geographical location and quantity of members.
- The YM representative may also recommend a committee or chapter dependant on the number of members within the geographical location as well as the formation of a student chapter.