



## REGIONAL COMMITTEES

### TERMS OF REFERENCE

#### 1 PURPOSE

Regional committees are made up of NHF Members who are there to support the Regional Coordinator:

- Developing the regional activity plan
- Helping them to plan, organise and deliver events for their NHF region.

It helps if regional committee members are current salon owners, recently retired or in some other way actively involved in the hairdressing, barbering or beauty industry and if they have experience of organising events.

Committee members and the Regional Coordinator are expected to work closely together, with the Regional Coordinator drawing on skills and experience of committee members where relevant.

The committee does not manage the Regional Coordinator, as this is the function of the Chief Executive on behalf of the NEC which is responsible for approving regional activity plans, budgets and reviews and for monitoring the performance of Regional Coordinators.

#### 2 COMMITTEE MEMBERS

Regional Committees are made up of:

- The Regional Coordinator
- 4 other NHF members, one of which will be the Chair for meetings

Unless they are Honorary Members (see NHF's Membership Regulations), NHF members on regional committees must pay their own membership subscriptions. Regional funds cannot be used for this purpose.

There is no upper limit on the number of committee members, but more than 8 may not be practical.

The term of office is a maximum of 3 years, with a maximum of 3 terms (ie 9 years in total) after which there must be a break of at least one year before they can be on the regional committee again.

The Chair's role is to chair regional committee meetings.

Regional committee positions are open to any member who lives or works within the region. Nominations can be put forward by regional committee members but may also be sought from the region's membership. NHF staff will circulate information on vacant positions to members within the region.

An informal meeting with the Regional Coordinator, 1 or 2 regional committee members and the prospective committee member(s) will be held and a recommendation for appointment will then be made to the regional committee.

The Regional Coordinator is likely to meet members, for example, when hosting evening events, and may identify people who could be invited onto regional committees. They may



choose to invite non-committee members to help with organising and delivering events, especially if they have the skills needed to stage an event and/or relevant industry contacts but they must be NHF members unless they have specialist skills eg electrician.

### 3 MEETINGS

Meetings are held at least every 3 months, although they may be more frequent when planning and organising a large event, such as a competition. Meetings may only be attended by NHF members. Regions do not need to hold an AGM.

The Regional Coordinator is responsible for:

- Drafting and circulating agendas
- Taking meeting notes and circulating afterwards, ensuring actions have been clearly recorded, allocated and/or completed as agreed
- Arranging meeting venues
- Sharing key information with regional committee members after Regional Coordinator meetings, especially where it affects regional activity plans
- Forwarding ideas, suggestions to the NHF Executive team for consideration by the NEC

Agendas for regional committee meetings will usually cover:

- Activity plans and budgets
- Organising activities and events for members
- Activity reviews
- Report on regional finances - income and expenditure
- Ideas, suggestions or other items for the Regional Coordinator to raise at Regional Coordinator meetings or with the NHF Executive
- Update from the Regional Coordinator after Regional Coordinator meetings or NEC meetings (NB notes of meetings are circulated to Regional Coordinators) or relevant information from the CEO's monthly report

In addition, agendas may cover the following items:

- Links with branches (if applicable)
- Annual review of regional accounts
- Selecting a Regional Coordinator if there is a vacancy
- Seeking nominations for NEC members at the end of each 3 year term, unless the NEC member resigns before completing their term. If the President, Vice President or Immediate Past President is from that region, the region does not need an NEC member. See the Regulations for the National Executive Council for details of how NEC members are elected.

Regional committee members are not paid for attending meetings, but may claim reasonable travel expenses in accordance with the NHF's expenses policy, authorised by the Regional Coordinator.

### 4 ASSISTANCE

Regional committee members are volunteers, supporting the Regional Coordinator and helping with routine tasks which are directly related to agreed activity plans, not regional



administration (which is the responsibility of the Regional Coordinator). These tasks are not expected to be significantly time-consuming.

When planning and organising large events, such as competitions, Regional Coordinators have the discretion to offer payment for tasks which do involve a significant time commitment.

This would apply to regional committee members, although Regional Coordinators may ask non-committee members for help with tasks (where they have skills or experience needed), for which they would also receive payment at the agreed rate, where appropriate and in line with the procedure approved by the NEC.

In all cases, where payment is to be made to regional committee members or others, a record sheet must be completed and invoices submitted to the Regional Coordinator who is responsible for making payments to third parties. The Regional Coordinator submits their own invoices, including any payments made or due to be made to third parties, to the Finance team for payment.

## **5 BRANCHES**

Where branches still exist, they must organise at least one activity for members each year. Branch events do not count towards the minimum number of activities a region must hold each year. Activity plans, budgets and reviews must go through the Regional Coordinator for initial review before being passed to the National Executive Council (NEC) for approval. Activity plans and budgets are needed by mid-September each year, and mid-year reviews by the end of June each year.

## **6 ACCOUNTABILITY**

Regional Coordinators are accountable to the NEC for their performance, measured by regional activity plans, budgets, and mid-year and end of year activity reviews.