

POLICY GUIDELINES FOR IA Greater London West

Introduction

IA Greater London West (IAGLW) was formed in 1995 after registration as a charity with the aim of helping anyone living in the West London area and elsewhere whose colon has been or is about to be removed by surgical procedure. Since its inception it has been run by a Committee of members (the Trustees) who carry out its charitable work.

These Guidelines provide a summary of the manner in which the Committee will carry out its function. These Guidelines do not contain any new practices but merely document and regularize the way the Organization has been carrying out its work.

Meetings

1. Annual General Meeting

- a. The Annual General Meeting is the principal meeting of the members of IA Greater London West and is held every year between October and December.
- b. The meeting will be conducted by the Chair of IAGLW. In the absence of the Chair, the role will be carried out by the one of the members of the Committee.
- c. The minimum number of members required to allow the meeting to proceed will be three (3) (the 'Quorum')
- d. At the AGM the new Committee will be elected and the accounts will be approved. Other business relating to the Organization will be discussed and, if considered appropriate, will be voted on and approved.
- e. The cost of the venue, refreshments and any other expenses associated with the meeting will be paid from the Group's account.

2. Member's Meetings

- a. The Members meetings aim to provide members with an opportunity to meet one another, exchange ideas, and learn about new products and treatments.
- b. The meetings will be arranged by the Committee. They do not need to adhere to a fixed format or occur at prescribed intervals but will be in keeping with the charitable role of the Organization. Where possible a guest speaker will be invited to make a presentation on a topic that will be of interest to the members.
- c. The meetings will be held at a location in the West London area
- d. The cost of the venue, refreshments and any other expenses associated with the meeting will be paid from the Group's account.

3. Committee Meetings

- a. The members of the IAGLW Committee will meet to discuss matters relating to IAGLW and prepare the Newsletter that will be sent out with the IA Journal. This generally requires 4 meetings a year
- b. The meeting will be organized by the Secretary at a suitable time and place
- c. The meeting will be conducted by the Chair of IAGLW. In the absence of the Chair, the role will be carried out by the one of the members of the Committee.
- d. The minimum number of Committee members required to allow the meeting to proceed will be three (3) (the 'Quorum')
- e. Any expenses associated with the meeting will be paid from the Group's account.

4. National Council

- a. The National Council of IA is the umbrella organization that carries out the primary duties of the IA Trust such as research funding, liaison with other national, International and Government organizations and provides support to the member organizations. Every year NC organise a week-end conference at which representatives from the member organizations meet with the officers of the NC to get an update of the activities of IA, participate in Workshops, etc.
- b. Each member organization is invited to send a 'Voting member' who will participate in the discussions and vote on resolutions. A representative from IAGLW will be nominated to attend as a 'Voting Member'
- c. IAGLW will publicise the event in advance and invite the membership to participate.
- d. The expenses for the 'Voting Member' to attend NC will be covered by IAGLW. In addition funds will be set aside for two other members to attend on a 'first come first served' basis, with preference being given to members who have recently joined IAGLW or the Committee. If more than two members wish to attend then the allocated funds will be shared amongst them with the balance paid by the attendees.
- e. The funds will generally cover the accommodation on Saturday night and travel to and from the event. In exceptional cases funds may be voted for the cost of accommodation on Friday night as well.

5. Young IA (YIA) Meetings

- a. Young IA arranges events and meetings specifically for younger members and IAGLW will encourage participation in these events.
- b. The events may be organized by member Organizations or could be a national event and details will be sent to all members who qualify.
- c. Funds are set aside annually to allow IAGLW members to take part in the YIA national events. The amounts involved and their distribution will vary depending on the nature of the event and these will be decided by the Committee as details become available.

6. Meetings Organized by Other IA Groups

- a. IAGLW may occasionally be invited to participate in events organised by other IA organizations to consider strategies for local activities and events or generally increase the ties between the Organizations.
- b. The organizers of such a meeting will generally take responsibility for arranging the venue, catering, etc with input from IAGLW as required.
- c. The cost of these events will be shared with the host and other participating Organizations and will be paid from the Group's account following approval by the Committee. This will not include any cost incurred directly by IAGLW members which will be reimbursed separately.
- d. Where IAGLW is the host organization a member of the Committee will be appointed to manage the event.

Treasury

General

The Treasury functions are outlined in the IA document 'Notes for the Guidance On the Duties and Responsibilities of the Honorary Treasurer of IA Member Organizations'. The following guidelines supplement the guidance provided in the Notes and will be updated periodically.

1. Subscriptions

- a. The amount of the annual subscription for the following year will be agreed and voted in at the AGM.
- b. A notice publicising this amount will be placed in the Newsletter and sent out to all members
- c. The annual subscription will become due by 2 January every year
- d. The subscription may be paid by cheque, postal order or standing order to the IAGLW bank account
- e. Members failing to pay their subscriptions for more than 3 years will be contacted individually. If there is no response then they will be deemed to have resigned.
- f. Subscriptions will be waived for cases of hardship or for other special needs

2. Payment of Expenses

- a. Expenses incurred by members in carrying out the work of the Organization will be paid from the Group's funds
- b. Original receipts must be provided for all expenditure.
- c. A completed and signed Expenses Claim form should be submitted within 3 months of the expenditure.
- d. Members using their own cars for travel to or from Meetings or for IAGLW business will be reimbursed at a fixed rate of 35p (thirty-five pence) per mile irrespective of the type of car, for the financial year 2008-2009.
- e. The expenses will be paid by a cheque drawn on the IAGLW bank account.
- f. The Treasurer will pay a valid expense claim promptly. As the cheque needs to be signed by a second signatory delays may occur but these will be kept to a minimum
- g. Expenses that do not conform to these guidelines will only be paid after approval by the Committee