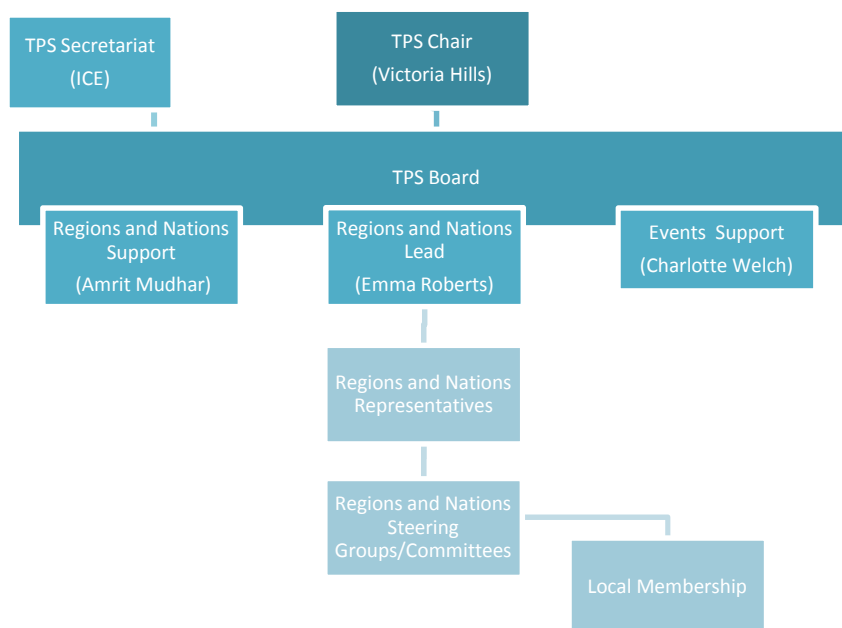


Transport Planning Society

One Great George Street, London, SW1P 3AA Tel: 020 7665 2238 Fax: 020 7799 1325
tps@ice.org.uk

TPS Regions and Nations Governance Structure and Communications Strategy

Regions and Nations Governance Structure



Lines of Communication

In the first instance correspondence from regional/national branches should be directed to the Regions and Nations Lead on the TPS board, copying in the Regions and Nations and Events support board members. These board members will deal initially with the query/concerns passing on information or requests to other board members, the secretariat or the chair as necessary.

Regional/national updates will be delivered to the branches via the Regions and Nations Lead on the board, the supporting board members or the secretariat as required.

TPS Board Meetings

TPS Board meetings take place six times a year. The Regions and Nations Lead prepares a report for each meeting and will notify branch representatives of impending board meetings asking for the following information:

- Issues or concerns for the board to consider
- Update on planned future events
- Feedback from previous events

The Regions Lead will also ask if any of the branch representatives wish to attend the board meeting. Two branch representatives, who are not already board members, are allowed to attend each meeting.

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Membership Updates

Monthly membership updates will be sent to all branch representatives directly by the TPS Secretariat (ICE). A data protection form must be signed before the Secretariat will release the data. These lists will include all current individual members, not just those who have recently joined.

The Regions and Nations Lead will forward details of newly accepted members as and when she receives them from the TPS Secretary.

Expenses

There is a regional budget available for regional events. Each branch has a set annual amount which they can spend each year (currently £250). Requests for funds should be made to the Regions and Nations Lead who will discuss with the treasurer before approval being granted. Funds can be claimed using the TPS claims form via TPS Secretariat. Alternatively it can be arranged for invoices to be sent directly to the TPS Secretariat. However, this needs to be arranged with the Regions and Nations Lead in advance.

For travel expenses please refer to the TPS Travel Expenses Policy.

Member Surveys

Details of member surveys will be forwarded to branch representatives when they occur.

Branch Representative Meetings

It is anticipated that up to two meetings a year will be arranged by the Regions and Nations Lead and supporting board members for branch representatives to discuss concerns, experiences and best practice. These will take place in May and November where possible. Minutes will be taken and circulated to the branch representatives and TPS Chair. Any issues arising from the meetings will be raised at subsequent board meetings. Branch representatives will then be informed of the outcomes. One of the meetings will be conducted as a telephone conference to reduce travel time and costs.

Marketing

A forward planner will be circulated by the Regions and Nations Lead every other month prior to the TPS board meeting. Branch representatives are expected to ensure they record past and future events on this planner and return it to the Regions and Nations Lead.

Branch representatives have a responsibility to keep web pages up to date. Issues regarding the website should be directed to Bob Coe (Communications Board Member - bob@eoconsulting.co.uk) copying in the Regions and Nations Lead. Enquiries received via the regional web pages will be directed automatically to the branch representatives unless branch representatives do not wish for this to happen. Regional email addresses which automatically divert to a chosen email account are also available eg southwest@tps.org.uk. Requests to use these email addresses should be directed to Bob Coe copying in the Regions and Nations Lead.

The TPS Development Officer will send out email reminders regarding the production of the monthly ebulletins. These reminders will remind branch representatives to update their web pages as content for the ebulletin is drawn automatically from the website.

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Centrally produced marketing materials are available to the branch representatives. A list of these is attached to this document.

25 copies of All Change will be sent to branch representatives twice a year as long as branch representatives provide up to date postal address details. Branch representatives should request other marketing materials from the Regions Lead as and when they require them.

Contact with the membership

Contact with the membership should be via email and events. Regional and national representatives should aim to organise a programme of events and liaise with representatives of the supporting societies (and other organisations) to co-badge events. Details of local representatives of the supporting societies can be found on their websites.

Branch representatives should always use the standard flyer for advertising events. When sending out emails regional/national reps should also add a disclaimer along the lines of:

“You have received this email as you are an existing TPS member or you attended a previous event. If you no longer wish to receive emails about the XXX TPS Branch please let me know by responding to this email”.

It is also sensible for emails to include the TPS logo.

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TPS Marketing Materials

Element	Current Position
TPS – An Introduction brochure	Hard copies available and on website. Current version being updated and available June/July 2010.
The TPS – Professional Development for Transport Planners brochure	Hard copies available and on website
Careers in Transport Planning Brochure	Hard copies available and on website
Two TPS Application Forms (Individual & Organisational)	Printed on demand from word document on the web. Most applicants apply online now
Two TPS banner stands	Set held with ICE – only 1 set but can be couriered for the more important events.
Two TPS qualification banners	Set held with ICE - only 1 set but can be couriered for the more important events.
Website	Regional Reps can edit - liaise with Bob Coe
Facebook	Set up by NW, scope for national.
Ebulletin	Sent to all members (who have signed up for emails) monthly at the beginning of the month. Articles are drawn for the 'news' and 'events' items from the website.
All Change Newsletter	Produced Bi-annually April and October in hard copy. 25 should be sent to regional reps, more if required.
TPS Powerpoint Presentation Template	Available for all to use
TPS Headed paper	Should we want to send letters, also available electronically
TPS Compliment slips	Available for use
TPS Flyer template	Flyer template is electronic and in use
TPS logo	Electronic version available for all to use