

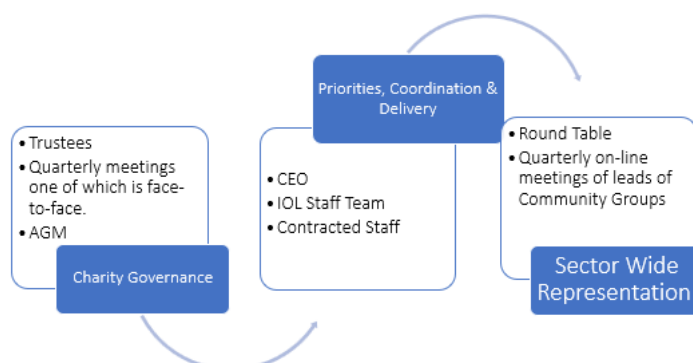
## IOL Geographical Community Groups' Operational Guidance

**IOL Geographical Community Groups enable members to engage and gain value from being a part of the Institute at a local level.**

They provide forums for members to meet, celebrate and promote good practice. They are a hub for the professional network seeking to sign post resources and encourage new relationships. Becoming part of a Geographical Community Group(s) is included as a membership benefit.

### General Principles

- IOL Geographical Community Groups are established by the members and for the good of the members. They provide developmental activity for IOL members and the wider sector.
- IOL Geographical Community Group must operate in a way that serves their membership. There will be elements common to all IOL members and also elements that are unique to the geography, interests and needs of IOL members in the area.
- Forming an IOL Geographical Community Groups will require a committed group of local members and require authorisation from the IOL Chief Executive.
- IOL Geographical Community Groups have formal representation at the IOL Round Table which meets quarterly – usually online.



- The IOL Chief Executive reserves the right to close an IOL Geographical Community Groups.

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<b>IOL Geographical Community Groups Operational Notes</b>	
Core benefits provided for members	<p>IOL Geographical Community Group representation at the IOL Round Table</p> <p>Dedicated website with public and members only pages and documents</p> <p>Secure discussion forum and email communications</p> <p>Secure document store facility.</p> <p>Zoom meetings provided and hosted.</p> <p>Event management including bookings, deposits and payments.</p> <p>Project management and budgeting on a basis of breakeven including extra IOL costs.</p> <p>Financial management centrally through the IOL Office.</p> <p>IOL insurance for events, members and group activities.</p>
Further optional support	<p>Social gatherings for members to meet up.</p> <p>Workshops, webinars or CPD event(s) for practitioners to share and extend good practice in outdoor learning.</p> <p>Conference(s) with a variety of speakers, workshops and networking</p> <p>Newsletters to Group members</p> <p>Banners and fliers</p> <p>Event/CPD certificates</p>
Governance	<p>Nominated Lead as a minimum with IOL Office support.</p> <p>Other governance in agreement with IOL Chief Executive</p>
Costs to join	Included in IOL Membership

## **IOL Geographical Community Groups Governance**

### **Alignment with IOL charitable objectives**

As a charity IOL must work towards its charitable objectives, summarised as to increase participation in outdoor learning in the UK and to recognise and improve the quality of outdoor learning in the UK. All IOL Geographical Community Group activity must be consistent with the charity's objects and cannot be used to further commercial or political interests.

The IOL Trustees are formally accountable in law for the charity that is the Institute for Outdoor Learning.

## **Core Functions of a IOL Geographical Community Group**

The seven core functions should be co-ordinated by the Lead Member with the support of the IOL Office Team and Trustees.

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|---|--|
| <b>1. Professional networking opportunities</b><br>Provide a selection of forums for members to meet.   | <b>5. Group Meetings and behaviour</b><br>Hold meetings in accordance with the IOL Geographical Groups' Operational Guidance, Members' Code of Conduct and Complaints Procedure.       |
| <b>2. Representatives of IOL in the area</b><br>Present national issues at a local level and provide a face for the Institute in the area.                    | <b>6. Celebrate and promote good practice in outdoor learning</b><br>Create opportunities for good practice in outdoor learning to be publicly recognised and adopted by practitioners |
| <b>3. Represent members interests at national IOL forums</b><br>Send a representative to IOL forums such as the Round Table or with Sector Specialist Groups. | <b>7. Reference/resource point and support network</b><br>Act as a hub for the outdoor learning network in the area seeking to sign post resources and encourage new relationships.    |
| <b>4. Accessible CPD in the region</b><br>Planning and ensuring the delivery of CPD opportunities relevant to the needs of the members in the area.           |  |

## **Relationship with IOL Sector Specialist Groups**

The IOL Sector Specialist Practice Groups focus on supporting and developing practice in a particular topic or area of Outdoor Learning. Please do ask these Groups to present or support any CPD conference, workshops or event you are planning.

## **Finance**

Geographical Community Group membership is included as part of the IOL membership fee. Each Group is required to budget to cover operating expenses and provision of events or other services of benefit to their members. The members of the Group should not receive direct financial benefit from any activities beyond the covering of their costs.

Event fees should have a distinct gap between the preferential rate for IOL members and the rate for non-members to encourage IOL membership. 'Early-bird' rates are also recommended. There is a requirement to have Project Proposals and budgets approved by the IOL Office in advance.