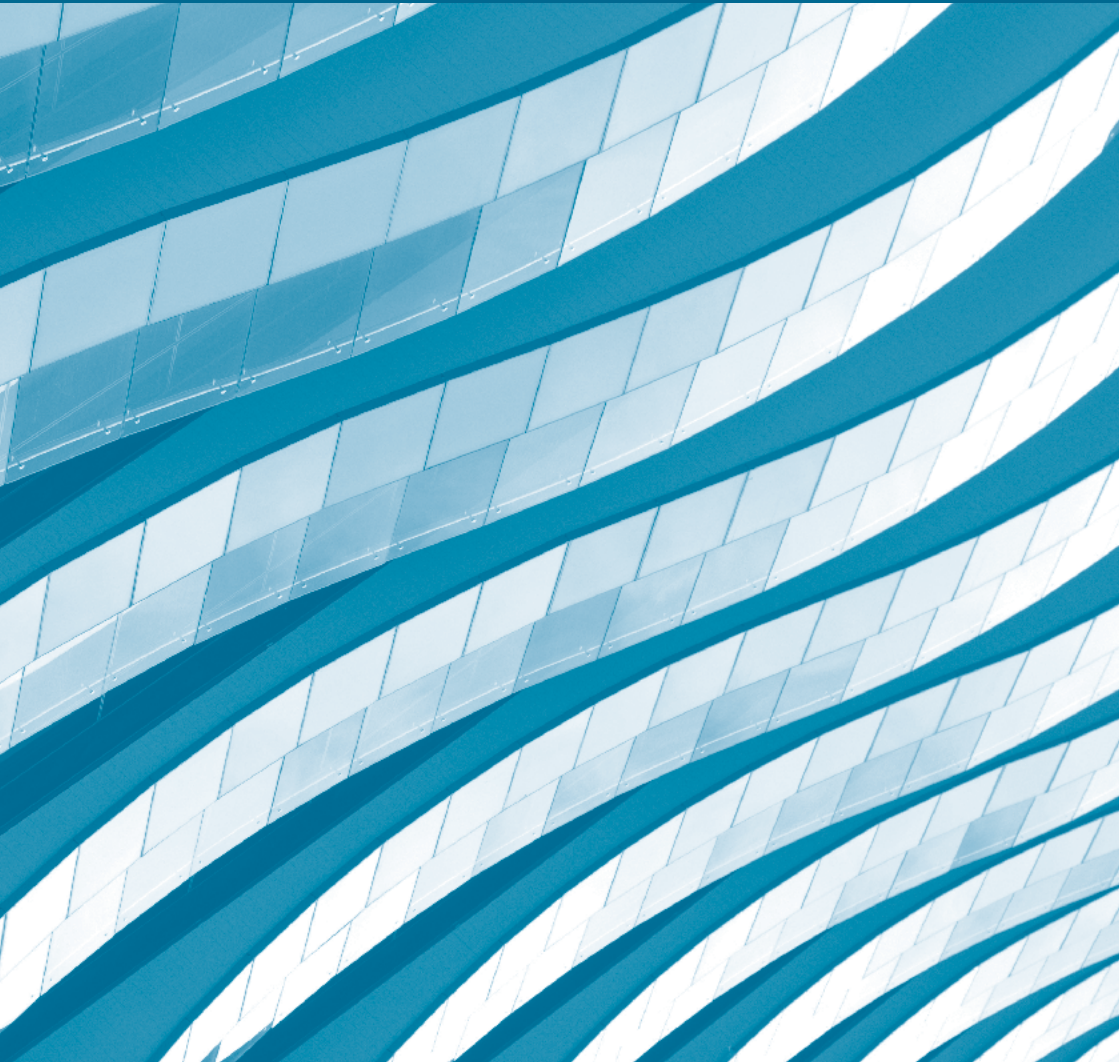




CIBSE Regions Manual





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Function and purpose

Foreword

CIBSE Regions are in place to support the charitable objectives of the Institution. Namely, the promotion of the art, science and practice of building services engineering for the benefit of the public in general.

CIBSE Regions promote the intellectual welfare of members and improve the understanding of building services engineering among other professions and society in general by organising periodic meetings and other activities related to the theme of the built environment.

The Region's Officers and Committee are elected to act as representatives of the membership, reflecting a consensus to the Council and other CIBSE committees. However, the Committee's most obvious duty is to deliver activities which further the art and science of the Institution.

CIBSE Regions have a unique opportunity to encourage the broadest range of people to engage with CIBSE through meetings,

networking, committees, and industry events. Regions achieve this by welcoming everyone and acting fairly to all.

The Institution recognises that Region volunteers are a vital part of CIBSE. Regions are important to retaining the support of members, and the introduction of new ideas.

The Region's Officers and Committee therefore act as a recognisable, personal identity for the Institution. For some members, the Region may be their only regular engagement with the Institution's personalities. CIBSE Regions should always strive to act with integrity in all dealings with the membership and wider public.

CIBSE's Regions are established by the Board as defined in the Institution's Regulations and all affairs should be conducted in accordance with the **Rules for Regions** which are available here: www.cibse.org/regionsmanual

RLC, Council and the Board

The Chair of the Region is invited to attend the Regional Liaison Committee (RLC) and Council meetings which occur three times each year. The RLC meeting is usually held in the morning, and is followed by lunch and the Council meeting in the afternoon.

Regional Liaison Committee (RLC)

The RLC is made up of the Chairs from each of the CIBSE Regions along with a representative from YEN, WiBSE, CIBSE Patrons and CIBSE Careers Panel. The RLC is chaired by the CIBSE President-Elect and provides a forum for Regions to share best practice, discuss issues and initiatives, propose ideas, advise the Board on policies affecting Regions, and receive updates from HQ.

Terms of Reference for the Regional Liaison Committee can be found here: www.cibse.org/regionsmanual

Council

When the governance of CIBSE was reviewed in 2005 and the Board became the governing body of the Institution, it was agreed that there was a clear need for Council to continue as a consultative and representative body. All Region Chairs are members of the Council which works with the Board to add value to the governance of the Institution.

The key roles of Council are to; influence the direction and strategy of the Institution; receive regular briefings on the Institution's progress; communicate the representative views of the members to the Board; monitor and evaluate the activities of the Institution.

To achieve this, the Council; receives reports from the Chief Executive; is consulted by the Board on any major proposals for change; debates matters of importance and concern to the Institution and its membership; and canvasses and represents the views of Regions, Societies and Groups.

The Council is composed of over 60 members, including:

- All members of the Board
- Up to nine elected Members
- 2 Past Presidents
- All Standing Committee Chairs
- All Regional Chairs
- All Society Chairs
- All Group Chairs
- Other key representatives, e.g. Patrons, Young Engineers Network, etc.

Board

The Board is the governing body of the Institution and is made up of trustees.

The Board's role is to govern the matters of the Institution, support the CEO and staff, and be responsible for setting the general strategic direction.

The Board is responsible for the management and control of the Institution and may make Regulations for any purpose relating to the governance, management, structure, finances, membership, and other affairs of the Institution, and for the conduct of members as long as these changes are within the terms of the Institution's Charter and By-Laws. Any proposed changes to the Charter and By-Laws would require approval at a General Meeting of the Institution.

The Board can establish, dissolve, and delegate powers and functions to standing, or ad hoc committees as well as establish, regulate and dissolve Regions, divisions or other sub-divisions of the Institution.

The Board consists of:

- (a) The President, the Immediate Past President, the President-Elect, the three Vice-Presidents and the Honorary Treasurer, all of whom are members of the Board ex-officio.
- (b) Five members of the Institution, other than persons included in paragraph (a), at least three of whom are corporate members and at least three of whom are or have been members of the Council of the Institution. These members are elected by the corporate members of the Institution in accordance with the Regulations.

Further detail on CIBSE Governance can be found here: www.cibse.org/governance

Regional year

The activities of a Region may vary depending on local needs, but the following timetable will be generally applicable.

April

- Hold Region Annual Meeting before 30 April

May

- Induction of new Officers and Committee members
- Submit list of Officers and Committee members to HQ after Region Annual Meeting
- Advise HQ of dates for Region annual social function

June

- RLC Meeting and Council Meeting

August

- August Closing Date for UK-based ACIBSE and MCIBSE applicants

October

- Regional Liaison Committee Meeting, Council Meeting and President's Awards Dinner

November

- Hon Treasurer to prepare budget for next year
- Committee to discuss and approve budget

January

- Finalise accounts and submit Region financial return, Annual fund application and bank statements to HQ

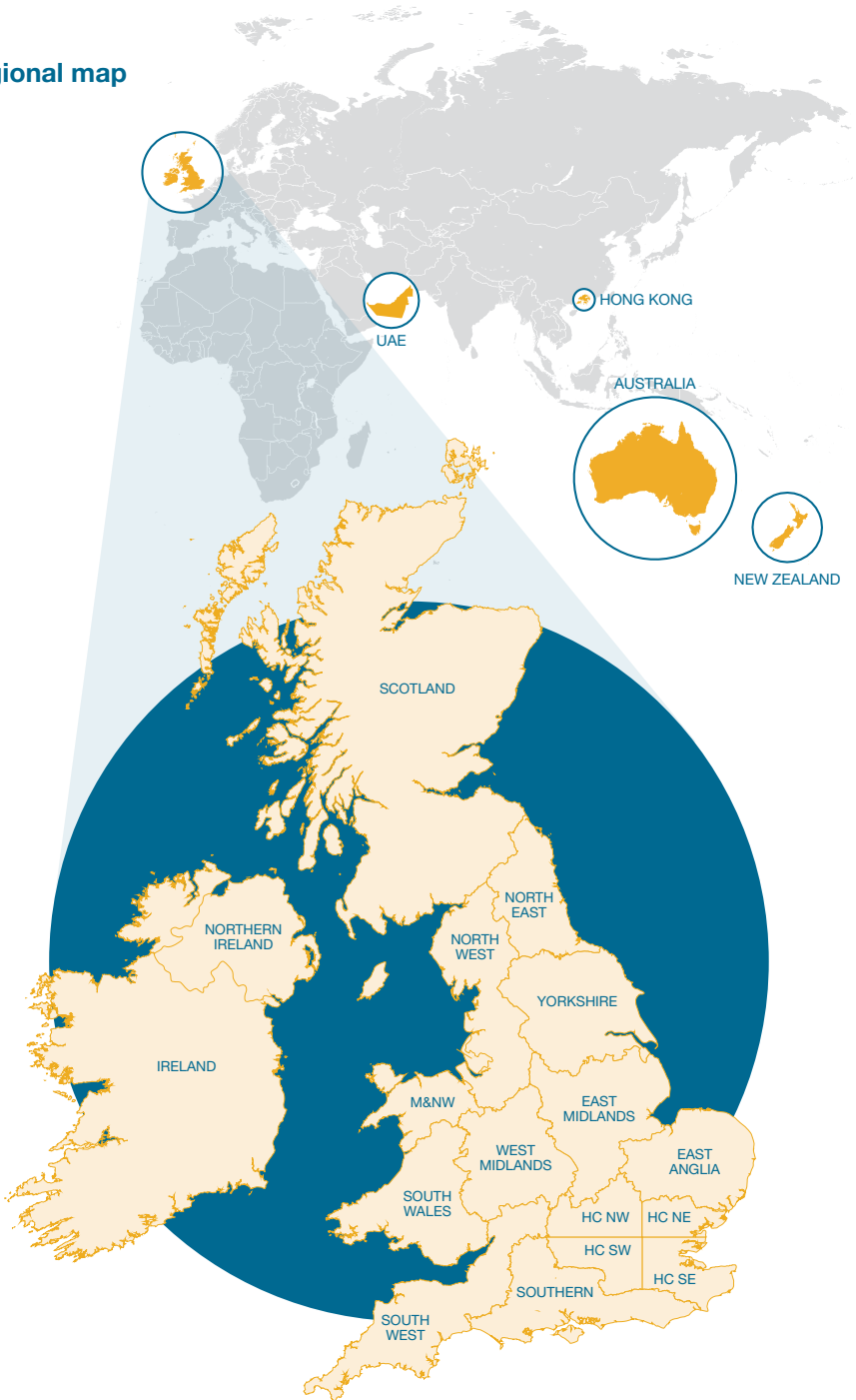
February

- February Closing Date for UK-based ACIBSE and MCIBSE applicants
- Decide nominations for new Region Committee
- Issue list of Committee nominations and invite nominations from members
- Regional Liaison Committee Meeting and Council Meeting
- Independent examiner to scrutinise the Region accounts

March

- Approve accounts for submission to Region Annual Meeting
- Issue ballot papers if there is an election
- Consider names for Awards and membership of Council and submit to Nominations Panel

Regional map



Region Committees

The Region Committee shall normally consist of the following, but it can be varied to suit a particular Region's requirements.

- Chair
- Vice Chair
- Honorary Secretary
- Honorary Treasurer
- Approximately six elected members
- Almoner

The four Officer posts (Chair, Vice Chair, Hon Secretary and Hon Treasurer) are mandatory but the other roles have more flexibility and can be varied by agreement and all shall be elected at the Region's Annual Meeting.

Other members can be seconded to the Committee as required with the agreement of the elected Committee.

All roles within the Region Committee are voluntary.

Briefly, the duties of each Committee Member is as follows, with further detailed information available here: www.cibse.org/regionsmanual

Officers

Chair – The Chair has overall responsibility for the conduct and supervision of all the Region's activities.

Vice Chair – The Vice Chair supports the Chair and takes over the Chair if, for any reason, they are unable to continue or are absent. This can be temporary or permanent.

Honorary Secretary – The Hon Secretary is responsible for the day to day administration of the Region and its affairs.

Honorary Treasurer – The Hon Treasurer is responsible for the day to day financial affairs of the Region.

Ordinary members

These form the remainder of the Committee and can be assigned special duties such as:

Meeting & Events Organiser – To organise technical meetings and events.

Note: This role can be carried out by one person but, ideally, should be shared across the committee.

Education & Careers Champion – To act as liaison between the Region and educational establishments.

Membership Champion – To deal with members' enquiries and to encourage new members.

Webmaster & Publicity Coordinator – To publicise all the Region's activities.

Social Secretary – To organise the Region's social events.

Society/Groups Representative – To co-ordinate the Region's activities with other CIBSE Societies and Groups.

YEN/WiBSE Representative – To act as liaison between the Region Committee

and the Young Engineers Network and/or Women in Building Services Engineering Network.

Regional Almoner – The Regional Almoner acts as a liaison between the Region and the Benevolent Fund and deals with cases of hardship or bereavement for members within the Region.

Honorary Independent Examiner – External to the Committee, each Region should appoint an Honorary Independent Examiner. Their role is to independently examine the Region's financial return and end of year accounts in advance of the Region Annual Meeting. They should not be involved in the everyday activities of the Committee.

The roles and responsibilities outlined above are not exhaustive and additional roles and responsibilities can be assigned depending on the level of activity within the Region, the demands of the membership and any changes in legislation.

Region Annual Meeting

Each Region is required to hold an Annual Meeting before 30 April each year.

- All Regional members need to be provided with the list of committee nominations for the four Officer roles (Chair, Vice Chair, Hon Secretary and Hon Treasurer) at least 8 weeks before the Region Annual Meeting.
- The Regional members may submit additional nominations within 21 days of the committee nominations being circulated.
- All Regional members need to be given at least 21 days' notice of the Region Annual Meeting specifying date, time,

venue and nature of the meeting.

- A quorum of 10 members is required at the Region Annual Meeting.
- All paid-up members of a Region are eligible to vote regardless of their grade of membership.
- The Chair or Vice Chair of a Region must be a corporate member (Licentiate, Associate, Member, or Fellow).
- The four Officer roles are elected for a one year term and shall retire at each Region Annual Meeting where they are eligible for re-election.
- The Chair shall not hold office for more than three consecutive years.

YEN and WiBSE

The Young Engineers Network (YEN) is a network of regional centres that aim to provide a forum and support network for young engineers. Most centres are linked to the Regions and it is recommended that the Chair of the YEN centre sits on the Region Committee where possible. YEN are advised to submit funding requests for technical events to the Region Committee which can be included in the annual grant request. The Network is actively involved in a number of activities for young building services engineers including technical meetings and site visits, social events, careers work, working with the CIBSE Council and industry.

Women in Building Services Engineering's (WiBSE) vision is to inspire the next generation and create the support network that will enable more women to join, stay and progress within our industry and Institution. Events are all inclusive and are based around topics that affect career progression, management,

leadership, diversity and inclusivity in the industry. WiBSE events provide a forum to meet, network and share experiences with inspirational people. Regions are encouraged to incorporate WiBSE events into their annual programme and promote WiBSE representation on their Committee.

Groups and Societies

Key sectors of the building services industry are represented within CIBSE by bodies that offer professional recognition to their members and support the science, art and practice of their field. Many of the CIBSE Groups and Societies have a regional presence with which Regional Committees are encouraged to work in cooperation. Regions may wish to invite Group and Society representatives to sit on the Region Committee, or maintain a close relationship to facilitate the coordination of events.

www.cibse.org/networks

Running effective meetings

Introduction

Arranging technical meetings is an important function of the Region Committee. The Committee should strive to make meetings interesting and instructive to all areas of membership, and to make prospective members, guests and current members feel welcome.

Key considerations:

- Aim to schedule at least eight regular meetings per year.
- It is recommended that the responsibility for organising meetings is rotated amongst Committee members to share the workload and encourage an active sense of participation.
- It is recommended to draft an overall programme of meetings for the Region at the start of the year which can be adjusted and added to along the way.
- Regions may consider holding joint meetings with other professional institutions, academic institutions, or similar suitable partners where costs and other resources can be shared.

People attend meetings for the following reasons:

- To receive and transmit technical information.
- To engender better relationships among engineers and others engaged in the industry.
- To develop knowledge of the problems encountered in professional practice.
- For fellowship and enjoyment.
- For networking opportunities.

Further information including a list of possible and historic topics is available here: www.cibse.org/regionsmanual

Organising a meeting

- Contact and make arrangements for speaker/topic and book a venue.
- Finalise meeting details including date, costs, topic, etc.
- Submit event publication request to HQ to upload event to Regional microsite as early as possible.
- Arrange event mailing request with HQ at least 30 days in advance.
- Determine any equipment requirements e.g. projector, laptop, screen, pointer, lectern etc.

On the day

- Arrive early to prepare and ensure the room is set up correctly.
- Welcome members and guests and introduce the agenda and speakers.
- Enable questions from the floor if appropriate.
- Close the meeting and issue CPD certificates if appropriate.

After the meeting

- Submit presentation or write-up of event to HQ to be uploaded to Regional microsite if appropriate.



Communications

Introduction

All Regions should publicise their meetings via their Regional microsite and by email. You may also want to use social networks such as LinkedIn and Twitter.

When communicating with the membership, always ensure that you comply with CIBSE Data Protection Guidance and Corporate Brand Guidelines: www.cibse.org/regionsmanual

Publicising a meeting

Details of each Regional event can be sent to HQ to be published via the CIBSE website, and the bulk email system.

- Send the CIBSE Region Event and Email Request Form to regions@cibse.org to have the meeting details uploaded to the CIBSE website as early as possible.
- As a minimum, include the topic, date, location, start and end time, a brief synopsis and contact details or a booking link.
- Where possible please give at least 7 working days' notice for any email you want to send (though we will be flexible where required).
- Email content will be based on the copy provided though may be optimised to ensure consistency of style and branding.
- We will send your email on the date requested where possible. If this needs to change, e.g. because it clashes with other emails being

sent that day, we will let you know and provide an alternative date.

- Sending an email one month in advance, with a follow up a few days prior to the event, has generally been effective.

CIBSE HQ can create a booking link upon request when an event is uploaded online. The Committee member with responsibility for the event is then encouraged to liaise with the International & Regions Coordinator for the attendee list.

CIBSE Region Event and Email Request Form available here: www.cibse.org/regionsmanual

Sending newsletters

Regions may wish to issue a regular newsletter providing general updates, event write-ups and notifications to their membership. Please submit the content for your newsletter to the International & Regions Coordinator using the CIBSE Region Event and Email Request Form for issue via CIBSE's bulk email system.

Region microsities

Region microsities can act as a window to your Region. Any events that have been submitted will appear on your microsite. You can also use the site to promote the Region and give it a character:

- About Us – information on the Region and the Committee members
- News in the Region

- Past Event write ups and presentations
- Photos
- Society, Groups and Networks links/details

All Regions have access to update the general pages of their microsite and can view the Website Content Editing for Networks guidance here:

www.cibse.org/regionsmanual

CIBSE Journal

All events that have been uploaded to a Regional microsite will be considered for inclusion in the Events & Training section at the back of the CIBSE Journal that goes out each month. Note that events are pulled from the microsites at the end of each month, for inclusion in the Journal in two months' time. For example, any events that you want advertised in the December Journal, should be uploaded to your Regional microsite before the end of October.

www.cibsejournal.com

Social media

Many Regions now operate a social media platform(s) to help promote the Region and publicise events. Social media can help to drive awareness, engage members and provide an additional voice for the Institution with new audiences.

There are risks associated with social media, and any Region considering its use is recommended to consult CIBSE's Social Media Guidance available here:

www.cibse.org/regionsmanual

Finances

Introduction

- The Regional financial year runs from 1 January to 31 December, coinciding with the fiscal year of the Institution.
- The Hon Treasurer is responsible for receipt and disbursement of all Region funds, keeping proper records, and preparing the Region financial return and Annual fund application. Records should be sufficiently detailed to enable the full completion of the Region financial return and to facilitate comparisons with the Region budget at intervals, and to form the basis for a new Region operating budget each year.
- The purpose of the funds is to enable the Region to carry out the constitutional objectives of the Institution, and it is the responsibility of Region Officers to carry out the work of the Region in such a manner that expenses can be met.
- In order to assist the work of each Region, an allocation is paid from HQ funds. Each Region is required to submit a financial return and Annual fund application each year to apply for funds.
- Note that all funds held or used by the Region remain part of the funds of CIBSE and it is a legal requirement to account for them in the Annual Accounts of the Institution.

Further detail on VAT and Taxation can be found here: www.cibse.org/regionsmanual

Expenditure

Any expenditure should be approved first by the Committee. Cheque withdrawals

or electronic transfers from the Region's bank account can be used to make these payments.

- Each payment must be signed/ authorised by the Hon Treasurer and one of the following:
 - Chair
 - Vice Chair
 - Hon Secretary
- It is best practice to have at least 3 authorised signatories so that payments are not delayed by the absence of a signatory.
- In the case of electronic transfers printed evidence of authorisation should be filed. Liaise with your bank for the most appropriate methods available.

Details of all bank accounts and mandates for their operation must be sent to CIBSE HQ, together with any changes immediately when they occur. The arrangements should be such that when new Officers are elected the bank can easily be authorised to honour the new signatures.

Reimbursement of expenses

Committee Members

Many employers support the Institution by paying for expenses incurred and committee members are encouraged where possible to ask their employers to cover expenses when carrying out activities for the Institution.

CIBSE HQ will consider reimbursement for reasonable expenses incurred by the

Chair or their nominated representative when travelling to meetings such as RLC and Council. Further guidance is available on the Members expense claim form: www.cibse.org/regionsmanual

Within each Region, Committees may choose to reimburse expenses to volunteers for costs incurred while operating under the aims of the Institution.

- Provided these are reasonable, necessary, and most importantly, clearly out-of-pocket costs.
- As reimbursement would be paid from the Regional account, it is up to the Committee to determine the extent of volunteer reimbursement.
- The Region's position on reimbursing volunteers should be clarified at the beginning of each year for new Committee members.

Speakers

Region Committees may decide whether or not to reimburse a speaker for their expenses.

- Confirm in advance with the speaker whether their expenses will be reimbursed.
- Expenses incurred in hosting speakers should be borne by the individual or Committee charged with this function, and the Hon Treasurer should reimburse this individual or Committee on written request, and should obtain a receipt.

It is recommended that the Hon Treasurer makes a monthly report to the Region Committee, detailing receipts and expenditures and an assessment of the likelihood of meeting the Region budget.

Region budget and Annual fund applications

CIBSE will contact all Regions towards the end of each financial year to request their Annual fund application/budget for the forthcoming year.

Annual fund applications should be made on the basis of funding required given real operating costs (such as the cost of venues, speakers and the like) and based on historical information on general outgoings like running committee meetings.

A formula has been agreed which places a maximum figure on Region allocations;

- An allowance of up to £2000 for operating the Region irrespective of membership numbers.
- An allowance of up to £300 per technical meeting which includes YEN technical meetings, membership development meetings and the like. *PLEASE NOTE: Purely social events are not classed as technical meetings and therefore cannot be included in the grant request.*
- An allowance of up to £800 for communications plus a variable figure of £1.20 per member in the Region.
- The funding mechanism also allows Regions to make a specific bid for a one-off special activity which will require separate funding consideration.

As a charity, CIBSE has a legal duty to spend its income within a reasonable time of receipt. If your bank account at the time of your current bid holds more than 75% of the amount you request, the allocation of your grant will be reduced by the excess balance.

For example:

a	Current bank balance	8,000	
b	Annual fund application amount	10,000	
c	75% of application amount	7,500	$c = 0.75 \times b$ (0.75 x 10,000)
d	Reduction of application amount	500	$d = a - c$ (8,000 - 7,500)
e	Final grant	9,500	$e = b - d$ (10,000 – 500)

This does not apply to sponsorship funds donated for specific activities which happen to be held in the Region's accounts.

CIBSE allocations are paid in full as early in the year as possible, following receipt of the necessary financial information.

Income

Regions have various options for topping up the funds available for Region activities as follows:

- Entrance fees and charges for seminars and visits – members tend to take events more seriously if they have been obliged to pay a fee, however nominal.
- Sponsorship by commercial organisations – it is recognised that it is not in the interest of either CIBSE, or potential commercial sponsors, if sponsorship is seen in any way as likely to affect the independence of the Institution. However, many commercial organisations are willing to pay for the opportunity to remind members of their presence in the market, and show willingness to support the initiatives of the Institution.

Region Committees are asked to show discretion in soliciting or accepting sponsorship within the following general guidelines:

- Sponsorship of a venue – it is acceptable to accept sponsorship of a venue, or support for a venue such as food or a bar. It is advisable to rotate this sponsorship amongst a number of companies so as not to become reliant on, or seen to be favouring, one particular company. Publicity for the event and the introduction by the Chair should simply acknowledge “the generous sponsorship of...”
- Technical meetings – it is unwise for a Region to accept sponsorship associated with the content of a technical meeting unless the sponsor guarantees that the event will not be used to advertise the sponsor's products and services. This requirement needs to be fully understood by sponsors of technical meetings before sponsorship can be agreed.
- Regions must not give companies their address list – this represents a valuable resource for commercial companies and local members risk being bombarded with unsolicited commercial information. Personal data must not be released in order to comply with CIBSE's Data Protection Policy.

Region financial return

In order to operate on a Regional basis, the Board has delegated authority to Region Committees, and introduced a reporting system to ensure that their legal obligations are complied with.

Region financial returns are required to be submitted at the same time as the Annual fund application.

- A copy of the financial return must be provided detailing all receipts and payments as set out in the template. Any additional information detailing various aspects of activity can also be included.
- It is imperative that the standard forms are used as these have been designed to enable easy consolidation of Regional activities within the accounts of CIBSE.
- The Region financial return and supporting copy of year-end bank statements showing the final balance for the year to 31 December should be submitted to HQ by 15 January each year.
- Prior to the Region Annual Meeting, a copy of the return and accounts should be examined by the Honorary Independent Examiner – an external individual not involved in the everyday activities of the Committee.

Social activities

CIBSE recognises that social activities such as Annual Dinners and Golf Days are a great opportunity to network and build the Regions' profile, but that these activities fall outside the charitable objectives of the Institution.

Under CIBSE's charitable obligations, CIBSE resources and funds are unable to be used towards purely social activities. This also means that CIBSE has no control over and is not responsible for social activities or funds. Please read the following section titled Volunteer Insurance when considering social activities.

Separate bank accounts must be established and committees should take great care to ensure that social fund monies and professional activities fund monies are not mixed.

Key requirements for Social Funds:

- Social Funds records and monies must be kept entirely separate from those relating to Professional Funds.
- Social Fund emails, invitations and online promotions must not carry the CIBSE Charity registration number.
- Committees are advised to contact host venues for social activities to confirm that they hold public liability insurance.

Volunteer Insurance

Introduction

It should be noted that CIBSE volunteers are covered by the Institution's Employer's Liability Cover, with volunteers having the same protection as members of staff when acting on behalf of the Institution in running Institution activities.

Key considerations

- It is not necessary for Regions to obtain their own general liability insurance. CIBSE provides comprehensive public liability insurance for all Regions which covers all normal activities by a Region – excluding purely social events. If the Region is intending to organise anything very out of the ordinary, guidance can be obtained from HQ as to whether it is within the scope of the insurance policy, or whether it can be covered by the CIBSE policy without extra cost or for a nominal extra charge. This will normally be cheaper than the Region taking out separate cover.
- Insurance cover for items of equipment held by Regions can also be obtained by advising the Deputy CEO at CIBSE HQ of the value of the piece of equipment concerned, any identity number on it and the normal location for its storage. It is important to advise HQ if the normal storage location changes, particularly with the election of new Officers.
- As CIBSE does not own or control the Region's Social Funds, it is not responsible for any losses suffered or liabilities incurred, and has no power to use charitable funds to meet any debts

of Social Funds. Nor would the Institution's insurance cover any social fund event. Any losses would therefore fall on the organisers of the social event. The organisers of social events would clearly be well advised to ensure that they do not enter into any financial commitments that cannot be met from the Fund's reserves or from guaranteed sources of income.

- Consideration should also be given to public liability insurance for social events held. Advice on this may be available from venues used, which often carry their own insurance for events held on their premises.

CIBSE insurances

General Charity Care Policy

This covers standard business insurance including asset protection, material damage and business interruption.

It also provides:

- Employer's Liability Insurance.
- Public and Products Liability Insurance.
- Travel Insurance cover for employees and volunteers on CIBSE-organised travel.

Trustees Indemnity Cover

This covers claims against Trustees, Directors or anyone acting on behalf of CIBSE. It provides professional indemnity cover, as well as employment practices liability.

Media Liability Cover

This covers issues including libel, slander and wrong advice in publications.

Support

Filling vacant Committee posts

Get in touch with CIBSE HQ for help to fill vacant Committee posts. The main database holds a record of all members who have expressed an interest in volunteering on a Committee. HQ are able to contact these members, or the entire Regional membership, to invite submissions of interest.

Training new interviewers

Most Regions have a pool of trained CIBSE assessors that conduct membership and registration interviews for new and upgrading members. Contact the International & Regions Coordinator if you require new interviewers in your Region.

EDGE Debates

The Edge is a campaigning built-environment think tank and is multi-disciplinary in a landscape that is remarkable for the high number of single-discipline institutions it contains.

Edge Debates have been very successful and are held as cross-institutional events focused on a current topic of interest. The Region are responsible for the event venue and publication while the Edge provide the topic and speakers. Contact the International & Regions Coordinator if you are interested in hosting an Edge Debate.

Further information available here:
www.edgedebate.com

CIBSE Patrons

The CIBSE Patrons are often referred to as the 'corporate supporters' of CIBSE because they are a group of businesses who collaborate to give financial, technical and moral backing to a wide range of initiatives led by the Institution.

The Patrons' primary focus is on improving recruitment and retention of engineers on behalf of the industry at large. They sponsor bursaries, awards, a range of materials, and events to support the Institution's work in this area as well as working directly with young engineers.

If your Region has an initiative that may interest Patrons, contact the International & Regions Coordinator with your proposal. Note that any proposal should be submitted at least 6 months in advance for Patrons consideration.

Further information available here:
www.cibse.org/patrons

CIBSE Membership Department in the Regions

Staff from CIBSE's Membership Department travel to the Regions where they conduct membership briefings for those that are interested in joining or upgrading their membership. The Membership Department will contact the Region Chair each year to arrange a Regional membership briefing.

In addition, the team visit companies with sufficient numbers of interested

employees upon request. They also conduct student briefings at universities and colleges and have an Accreditation Officer that coordinates and conducts visits to universities that wish to have their courses accredited by CIBSE.

Representatives from HQ are also able to attend Regional Committee meetings to discuss issues, receive feedback, and provide updates. Contact the International & Regions Coordinator if you would like to arrange a visit.

www.cibse.org/contactmembership

Careers

CIBSE HQ are available to provide a range of Careers material upon request. CIBSE also recommend that those who attend Careers events become Science, Technology, Engineering and Mathematics (STEM) Ambassadors: www.stemnet.org.uk

Further useful careers links can be found here: www.cibse.org/regionsmanual

Further guidance

The following documents referred to in this manual can be found at:
www.cibse.org/regionsmanual

Function and purpose

- CIBSE Charter & By-Laws and Regulations
- Rules for Regions
- RLC Terms of Reference
- CIBSE Committees Chart
- List of Regions and Inauguration

Region Committees

- Committee Role Descriptions
- Almoners Guidance

Running effective meetings

- Meeting Topics

Communications

- CIBSE Social Media Guidance
- CIBSE Region Group and Society Data Protection Guidance
- CIBSE Corporate Brand Guidelines
- Website Content Editing for Networks
- CIBSE Event and Email Request Form

Finance

- Member Expense Claim Form
- VAT & Taxation

Volunteer insurance

- CIBSE Insurance Policy and Certificate

Support

- Useful Careers Links



February 2017

