

Regional Group Representative

The position of Council Representative is to serve as the main communicator between the Regional Group committee and the Executive Team as you are the representative of your Regional Group at full council.

As Council Representative your duties are as follows:

Committee Duties

- Support the rest of the committee
- Attend the full council meetings
- Ensure has the Council Report Presentation for the study day
- Ensure time is allocated at the Regional Group study day for the council report
- Present the council report at the Regional Group study day(s)
- Be aware of sensitive information and what can and can't be discussed with the Regional Group committee and delegates
- Keep the Regional Group committee updated with any changes from full council
- Ask feedback from the Regional Group committee when asked at full council
- Write the report for full council.

Office Duties

- Follow data protection and use the BSDHT email address
- Contact the Honorary Secretary to check dates and venues of full council meeting
- Provide the Honorary Secretary with a report a minimum of 2 weeks before the full council meeting
- Feedback to the Regional Group committee
- Be aware of sensitive information and what can and can't be discussed with the Regional Group committee and delegates
- Contact the Honorary Secretary for the presentation if have not received it
- Send your claim form

Full Council

As Council Representative of your Regional Group committee, you are expected to attend all full council meetings a year (which are currently held in January and September of each year). If you are unable to attend, please send your apologies to the Honorary Secretary and ask the rest of the committee if they can attend in your place.

Prior to the meeting, you will receive an agenda for the day and minutes from the previous full council meeting as well as the reports from the Executive Team and the other Regional Groups. Please take the time to read and digest this information before attending the meeting and write down any questions you wish to ask. If you are unable to attend, ensure the officer who is attending on your behalf has received the information.

During the meeting itself, formal protocol is observed. This means that the meeting will start promptly and every effort should be made to arrive on time. The agenda will be followed sequentially and all comments or queries should be referred through the Chair. This means that if you wish to speak, you raise your hand and wait until the Chair indicates that you may proceed.



There will be regular breaks throughout the day and at these times members are free to move around and talk informally. However, during the meeting, seats are maintained and you are not expected to leave the room unless permission is granted. The meeting usually closes by 5pm and Council members are expected to stay until the meeting is closed even if this should be later than anticipated. It is therefore recommended that travel arrangements are flexible.

Although some of the above may sound daunting, please be assured that every effort will be made to welcome you to Council. Your role will be more stimulating and interesting if you understand what is under discussion and are therefore able to participate. Your opinions and comments play an extremely valuable part in the decision-making process. Council exists to represent the best interests of BSDHT membership and you, as a council member, will be helping to shape the future of our Society.

It is in the best interests of us all for you to speak up if you are unsure about anything. Some items on the agenda will follow on from one meeting to another and you may need to ask for clarification. Remember to speak through the Chair. If you were not present at the last meeting, be guided by the minutes. You may not either propose or second the minutes of a previous meeting as a true record unless you were present.

Remember if there is anything that you do not understand – please ask.

Attending Full Council

To attend a full council meeting, most council representatives will have cancelled a day of practice, resulting in the loss of earnings. After attending a full council meeting you can then claim back your travel expenses from the Honorary Treasurer and the day's fees from your Regional Group. Further information on what you can claim for are listed in the "Regional Group Claiming Expenses" document. All fees are listed within the Claim Form.

Council Report

A summary of what occurred at the full council meeting will be sent to you in the form of a presentation for you to present at the Regional Group study day. This presentation will be sent to you by the Honorary Secretary. You do not need to go through the whole presentation - some Regional Groups have had it on as a slide show at registration and refreshment breaks with the Council Representative picking out key points to discuss.

Please remember that some information discussed at full council is confidential and you must be aware of what you can and can't discuss with the rest of your committee and delegates.

Regional Group Council Report

This document is to be completed by you to provide full council with information about your Regional Group, its activities and its last study day. This report needs to be sent the Honorary Secretary a minimum of 2 weeks before the next full council meeting. Ask the rest of your Regional Group committee for input into the report.

