



NATIONAL BACK EXCHANGE

Affiliation Information for Local Groups

Background information

At present there are a number Local Back Exchange Groups (LBEG's).

The LBEG's run and organise themselves differently but if affiliated are still under the umbrella of National Back Exchange (NBE).

NBE has a responsibility to ensure that affiliated LBEG's follow the aims and objectives of the association and have a structure and constitution that is consistent with its ability to do this.

The affiliation process has been considerably streamlined to make the process simpler to complete and monitor.

A summary of the changes is as follows: -

- Only changes made to the LBEG's constitution should be submitted. New groups should send a full copy of their constitution.
- The membership details of the group should simply include the total number of current members and number of NBE members
- The affiliation process should include a simple statement by the chair that their group agrees with the aims and objectives of NBE
- Audited accounts are no longer necessary however a copy of a recent bank statement is required

What Is Affiliation?

From 2016 affiliation has been an annual process.

NBE is composed of a central organisation with a number of Local Back Exchange Groups (LBEG's) located around the country. If a LBEG is affiliated:

- It is an integral part of NBE
- It's actions and decisions have an effect upon the entire association membership
- It is entitled to participate in and be supported by NBE
- It needs a defined constitution in accordance with NBE
- It has a responsibility to further the aims of NBE
- It acts in accordance with the aims and objectives of NBE

Affiliation is the process whereby LBEG's apply to be recognised as a part of NBE and can show that they are following the same aims and objectives as NBE.

What are the advantages of a LBEG being affiliated?

- They will receive a summary of the minutes of executive meetings
- They will receive regular communication from their Regional officer about the activities of NBE
- They can have officers attend the Local Officers Workshop at conference (travel costs will be refunded for one local officer who is **not** attending the conference)
- They can have their contact details, Group news and diary dates published in Column and on the website
- They can publish minutes and agendas of meetings on the NBE forums and social media
- They can purchase merchandise with the NBE logo and with the name of Group
- They can use the NBE logo for identified Group activities [see the Policies and Procedures pages of the website for use guidance and an application form]
- Other benefits may be added to this list as they are identified.

The Affiliation process

1. The Group Affiliation Application Form at the end of this document should be completed and submitted electronically. This should be completed annually within one month of the LBEG AGM. This will serve as an electronic signature.
2. The Regional Officer will then confirm successful affiliation to the local Group when all requested information has been submitted.

GUIDANCE ON MEMBERSHIP NUMBERS

Members of LBEG's should be encouraged to become members of NBE if not already so.

GUIDANCE ON GROUP CONSTITUTION

Each affiliated LBEG must have a written constitution to demonstrate they reflect the aims of National Back Exchange. Following any changes to the local Group e.g. a change in name, the constitution will need to be amended. An example of a constitution can be found on the Policies & Procedures page of the NBE website, along with other guidelines and templates.

GUIDANCE ON FINANCE ASPECTS

The Treasurer of the LBEG will keep a running record of the current finances and submit an annual report at the LBEG's AGM. A copy of the most recent bank statement is required for affiliation purposes. It is recommended that local Group finance records are kept for six years.

Groups are advised to spend their excess funds for the benefit of their members as soon as they are able as carrying funds in excess of those needed for the annual running of the Group would suggest that they were not needed.

FURTHER INFORMATION

If you require further information or guidance on the running of a local group please contact either your Regional Officer or the appropriate member of the National Executive [see below]. They will be only too pleased to help as it is in the whole association's interests that the local Groups benefit as much as possible from affiliating.

- Constitution National Chairman or National Secretary
- Membership Lists National Membership Secretary
- Accounts National Treasurer

A FINAL NOTE:

Please do not confuse affiliation of Groups with the individual constitutional rights of a member.

Constitutionally it is immaterial whether you are a member of a local Group if you are a member of National Back Exchange. Your status as a member implies that you have accepted the association aims and objectives and this then gives you the rights and responsibilities as given in the constitution, such as the right to vote.

AFFILIATION TIMETABLE

Within 1 month following AGM Local Group officer submits all required information to Regional Officer

Within 1 month of receipt of requested information Regional Officer confirms successful affiliation to the local Group and notifies admin office.

Group Affiliation Document

Name of the group:

Group Officer Name	Address
Chair:	
	Email Address:
	Contact Telephone Number:
Treasurer:	
	Email Address:
	Contact Telephone Number:
Secretary:	
	Email Address:
	Contact Telephone Number:
Attached latest bank statement	<input type="checkbox"/> No <input type="checkbox"/> Yes
Number of NBE members	
Total number of members	
The group will post details of its meetings on the NBE web site	<input type="checkbox"/> No <input type="checkbox"/> Yes
Attached the latest constitution	<input type="checkbox"/> Yes <input type="checkbox"/> Not necessary

Statement by the Chair of the group

Chairs of NBE Local groups will oversee the issues of compliance with Information Governance requirements in their local group. They will ensure an Information Asset Owner (IAO) with responsibility for particular Information assets is identified in the local committee structure. If no-one is allocated to this role, then it remains the responsibility of the local group Chair. IAO's are responsible for implementing procedures to minimise risk e.g. risk of fraud/theft/disruption of critical systems and provide assurance that information is being correctly managed.

- The group agrees with and will further the aims and objectives of NBE
- I agree that the above information is accurate and current

Signed:

Dated:

