

Getting Involved – Frequently Asked Questions

Thanks for considering getting involved with the CIPD North East of England Branch. We've detailed below some of the frequently asked questions about volunteering with the North East Branch.

How is the Branch Committee run?

The Branch Committee is run by CIPD members who volunteer their time on a monthly basis. The Committee has a number of roles that are required by CIPD at a national level as part of the required governance, these are known as Branch Officer Roles and are:

- Branch Chair
- Vice Chair
- Secretary
- Treasurer

Other Committee roles are driven by local need and include areas such as Events, Academic, L&D, Mentoring and Social Media. There are a maximum of 15 roles on the Committee, including the Branch Officer roles.

The Branch Committee meet monthly and meetings generally take place from 6pm on the first Tuesday of the month.

What is the Friend Role?

Formal Friends of the branch/ committee work alongside the committee assisting with any areas that require additional support/ resource. Friends are required to attend a minimum of seven branch committee meetings and five branch events throughout the year.

During the Friend role, we encourage the Friend to consider areas of branch activity that are of particular interest so they can undertake shadowing and get involved ready for a full Committee role becoming available.

Why do you have the Friend Role?

The purpose of the friend role is to allow members who are interested in joining the committee to get involved and explore where they can add value to the branch activities and establish how they could personally benefit their skills or knowledge before joining as a full committee member. It also allows the member and Branch Committee, in partnership, to identify where on the Committee the members skills and knowledge would be best placed.

How do I apply to get involved as a Friend?

Application forms to get involved are available throughout the year and the branch review any applications at two key points – May and December, with new Friends getting involved generally from either the June Strategy Day or the January Committee Meeting. Application forms are general however there are often specific activity areas that the Committee identify need resourcing within the Branch – these are detailed in any adverts.

What criteria are used to select a Friend?

The Branch Committee reviews the application form to identify the applicants that best fill the gaps at the current time. Other criteria considered include flexibility to be able to attend events or meetings (day or evening) and level of membership – this is due to certain Officer roles only being open to committee members who are Chartered to enable the Branch to succession plan. Social Media is an important part of how the Branch promotes and shares its work so applicants that are already personally active on social media (Twitter, LinkedIn) are also prioritised.

The application form says I need to have attended a Branch event or participated in a Branch activity in the last 6 months – why is that?

We want to ensure that the members that get involved with the Branch understand the type of activity that the Branch undertakes and have seen first-hand what is required. All volunteers need to show an existing commitment to being an active member of the North East Branch activity.

What if I want to get involved but I don't have an interest or skills in the areas you have advertised for?

If you have an idea of something you feel you could contribute to the Branch please detail it on the application form – it may be a gap we don't know we are missing! You can also arrange to chat to a committee at an event, via our website or emailing the address below.

When are application forms to join the Committee as a Friend of the Branch reviewed?

The deadline for applications is as follows:

- For Review at May meeting – complete application submitted by the last Friday in April
- For Review at December meeting - complete application submitted by the last Friday in November

If I have any questions, who should I contact?

You can speak to any Committee member at our events to find out more. Specific questions can be sent to our Branch email address: admin@cipdne.co.uk