

GUIDANCE FOR CIPFA VOLUNTEERS

AUGUST 2005

ABOUT US...

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the leading professional accountancy body for the public services, whether in the public or private sectors. CIPFA provides education and training in accountancy and financial management, and sets and monitors professional standards. The professional qualification is supported by a range of other products and services.

Volunteer involvement in CIPFA's activities is exceptionally high. As a result, all of CIPFA's services are underpinned by a combination of high-level policy analysis and down to earth practitioner experience.

Over 2,000 volunteers currently contribute to the direction of the Institute and the development of its professional services, at a national and regional level. Involvement takes many forms. Policy and Technical Panels put policy into practice by responding to government consultation papers, developing standards of practice and technical guidance, compiling guides to best practice, and by authoring publications. Volunteers contribute to the Education and Training Scheme as examiners, moderators, and viva panellists. Services are also provided by CIPFA's very active Regional Councils where volunteers combine to provide annual programmes of professional training, seminars, evening meetings and social activities.

You can find out more about the volunteering opportunities on offer and the benefits to you and your employer of getting involved in the Institute's volunteering brochure *Developing Us, Developing You*.

Role of the Secretariat

The Secretariat is responsible for providing efficient and effective support to Boards, Panels, Committees and groups. The role of the Secretary to a group is to enable the group to meet its objectives. The nature of secretarial support will reflect the particular activities of each group and will accommodate any preferred style that it may adopt.

The Secretary should be regarded as a full member of the group and as such is expected to make a full contribution to discussions, to air their views and put forward suggestions.

The Secretary is responsible for the day to day management of, and must be the first point of contact in CIPFA on all matters relating to, the work of a Board, Committee, Panel or group. All correspondence and enquires on matters relating to the work of a volunteer group should be addressed in the first instance to the Secretary, who will liaise with the group's chair and other colleagues as appropriate.

In providing support to volunteer groups, the Secretary is responsible for:

- preparation and despatch of agendas and papers in advance of meetings
- drafting minutes of meetings and distributing to members as soon as possible thereafter
- taking follow up action and progressing issues as agreed at meetings

- recruiting volunteers with the assistance of the Volunteer Support Manager
- briefing new volunteers, including distribution of the Volunteer Information Pack
- liaising with the Chair over matters relating to the group as required
- processing travel and subsistence claims
- maintaining up to date contact details for volunteers and ensuring that they are included on the CIPFA Volunteer Database

The Institute has developed best practice guidance for its staff on supporting volunteers. CIPFA staff are expected to adhere to these guidelines during their dealings with volunteers.

ABOUT YOU...

Your Role as a Volunteer

Anyone can be a CIPFA volunteer. Whether you are a student, recently qualified, a long-standing or retired member, or a non-member, the broad range of opportunities available means that there is an activity to suit all levels of skills and experience.

Your role and the personal commitment will vary according to the activity you decide to undertake, but many activities include some element of committee work. Your Secretariat contact will provide you with detailed information about your role. As a member of a Board, Panel, Committee or working group you should be prepared to:

- attend meetings and contribute to the work of the group between meetings as appropriate
- make an active contribution at meetings or, if you are unable to attend a meeting, provide comments on the agenda papers as appropriate
- provide papers, material or comments in accordance with the timetable agreed by the group
- comment on work prepared by other members of the group or the Secretariat
- contribute to the development of the group's activities by offering professional comment and advice on current issues and developments from your personal perspective and sharing practical experiences.

Benefits of volunteering

Whatever the activities and style of a particular volunteer group we hope that all volunteers will find their involvement rewarding and of personal and professional benefit.

Participation in CIPFA's voluntary activities can offer the following benefits:

- contributes to the CIPFA Continuing Professional Development Scheme (CPD), and may also contribute to CPD schemes operated by other professional bodies
- opportunities for personal and professional development
- the opportunity to exchange views and experiences with fellow practitioners from varying backgrounds and sectors, thus contributing to the development of personal and professional networks
- early access to information on key developments and innovations in the public finance field.

Volunteer Database

CIPFA holds a database of all its volunteers. This enables us to ensure that all of our volunteers are thanked for their contribution on a regular basis and to advise them of any new initiatives we may be developing to support or reward volunteers. To ensure that we have accurate contact details for all of our volunteers we would be grateful if you could complete and return the volunteer details form included with this information pack when you join a CIPFA volunteer group.

GENERAL

Housekeeping Issues

Location of meetings

Meetings are usually held in CIPFA's offices at 3 Robert Street, London WC2N. This is a few minutes walk from Charing Cross mainline and Embankment tube stations. A location map is enclosed.

From time to time, meetings may be held away from CIPFA's offices at the request of the volunteer group. In these circumstances the group will agree the most suitable location.

Volunteer groups such as invigilators etc will have their own specific working arrangements. Further details can be obtained from CIPFA.

Timings of meetings

The timing of meetings vary from group to group. However, meetings will generally be held at times convenient to the travel arrangements of members of the group.

Special dietary requirements

Lunch and refreshments will usually be provided at meetings. Please notify the Secretary of any special dietary requirements.

Apologies

Volunteers are asked to give their apologies when unable to attend a meeting.

Reimbursement of expenses

CIPFA will reimburse expenses reasonably incurred on Institute business. Travelling and Subsistence Expenses Claim Forms, giving further details of travel and subsistence terms, are available from the Secretary.

Smoking

A no smoking policy operates on all CIPFA premises. This applies to staff and visitors.

Health and Safety

All visitors to CIPFA premises will be provided with details of the fire evacuation procedure.

Disabled Access

CIPFA premises offer access for wheelchair users. Please notify your volunteer group secretary if a disability may affect your attendance at meetings.

Further Information and Comments

For further information on any aspect of CIPFA volunteering, for details of other volunteering roles or to make any comment on your volunteer experience please contact volunteers@cipfa.org.

BENEFITS

Personal Benefits Available to CIPFA Volunteers

CIPFA has negotiated a number of personal benefits for its members and students. The following benefits are also available to CIPFA volunteers, whether members or non-members.

THE CIPFA VISA CREDIT CARD

- Standard, Gold, or Platinum plus Cards. For more information call MBNA on 0800 776262 (24 hrs)

THE CIPFA PERSONAL LOAN SERVICE

- Specially negotiated interest rates.
For more information call MBNA on 0800 517151 (24hrs)

PROFESSIONAL INDEMNITY INSURANCE

- Ascheme designed for CIPFA members, but especially for those with a relatively low annual fee income. Equal-for-equal price promise. Contact Parliament Hill on 0207 702 6580.

LEGAL COSTS INSURANCE

- A scheme to cover legal costs incurred in defending CIPFA and AIDB disciplinary cases, plus when imposed, Cost Orders. Contact Parliament Hill on 0207 702 6580.

CAREER COUNSELLING SERVICE

- Discounted rates available with a leading provider of Career Counselling and Outplacement Services. For more information contact Louise Palmet on 01865 882 100. Alternatively visit their website at www.chiumento.co.uk.

JARVIS HOTELS WEEKEND BREAKS

- Enjoy discounted schemes for business stays with the Jarvis Premier Rates Scheme or a weekend away from as little as £19.99 per person per night bed and breakfast with the Partners 1st Short Breaks scheme. For more information contact Jarvis Hotels direct on 0845 7581 237 quoting which scheme you are interested in.

MERCHANDISE

- Lapel badge in polished nickel finish with embossed logo, butterfly tie tack or pin. £1 inc VAT/postage.

To order, send a cheque payable to CIPFA to the Member Services department.

For each of the services listed above please be sure to state that you are a CIPFA volunteer. You can also contact CIPFA's Member Services department for further information and booklets on these services on 020 7543 5665.

DETAILS

Volunteer Details

To enable us to keep our volunteer database up to date please complete and return this volunteer details form.

Name:

Job Title:

Employing Organisation:

Address:

Work Telephone Number:

Email Address:

Volunteer Group(s):

Are you a CIPFA Member:

How did you learn of this volunteering vacancy?:

Please return to:
Alexandra Cenic, Regional and Volunteer Support Manager, CIPFA, 3 Robert Street, London WC2N 6RL.

MAP

