**Military Survey (Geographic) Branch Royal Engineers Association**

**TERMS OF REFERENCE (Oct 14 v2 draft)**

**TITLE**

1. The Branch will be known as the Military Survey (Geographic) Branch of the Royal Engineers Association, or Mil Svy (Geo) of the REA, referred to as the Branch in these Terms of Reference (TORs).

**AIMS OF THE BRANCH**

2. The Branch key objectives, which are in accordance with the overall aims of the REA are:

1. **To serve the membership** by ensuring we run successful **events,** provide a timely flow of information through the Branch **Newsletter** and **web site** and coordinate **support to those in need**.
2. To ensure the **continuing success of the Branch** by sustaining and increasing our Branch **membership**; to retain strong links to those still **serving**; maintain a sound **financial** footing and a strong **Committee**.

**MANAGEMENT OF THE BRANCH**

3. The Branch will be run as an entirely voluntary enterprise. It will be controlled by a committee of member volunteers who will manage the Branch in accordance with the current rules of the REA and these TORs which reflect the specific needs of the Branch.

4. Where appropriate support will be sought from either the regiment or the School of Military Survey and in particular the appointment of a liaison officer and the provision of venues for events.

5. For administrative purposes the Branch is part of the Central Southern Group of the REA.

**MEMBERSHIP**

6. Full membership is open to regular and Army Reserve personnel who are serving or have served with Military Survey and / or Royal Engineers (Geographic) units (referred to as just Mil Svy in this document).

7. Other categories of membership are laid down in the REA rules and are applied to others who have an association with Mil Svy/RE(Geo).

8. Honorary membership is automatically offered to the DGC and the RSMS Heads of Establishment; they will pay no subscription nor have they any voting rights.

**BRANCH COMMITTEE**

9. A committee will manage the Branch in accordance with these TORs. The committee will consist of:

a. The President. The President is a volunteer identified and appointed by the Committee. The role is to advise the committee as required and to represent the Branch at official functions.

b. Officers. The following are Officers of the committee who volunteer and who must be proposed and elected at an AGM:

(1) Chairman.

(2) Honorary Secretary.

(3) Honorary Treasurer.

c. Members. The following are Members of the committee who are volunteers identified and appointed by the committee:

1) Welfare Representative.

(2) Newsletter Editor.

(3) Events Coordinator.

(4) DGC Representative: A Feltham-based member of staff.

(5) Ex-Officio serving representative:

(6) Web Master.

d. Others. Other members may be co-opted to the committee as required.

10. Only one Associate Member, other than the Ex-Officio serving representative and the DGC Representative, may serve on the committee at any one time

**FINANCIAL BASIS**

11. It is the responsibility of the committee to ensure that the Branch funds are properly managed.

12. The Branch will bank through an account which offers the best rates and conditions for an organisation of this nature. This situation should be reviewed annually. Three committee members are to be authorised signatories on this Branch account and all withdrawals are to be signed by two of these three signatories.

13. Funds will be split between a current account and a higher rate interest account. The Treasure will maintain between £100 and £200 in the current account at times when no major expenditure is expected.

14. Accounts are to be audited in accordance with the REA rules and presented to the Annual General Meeting (AGM) each year. The financial year will run from 1 January to 31 December.

15. The main source of income for the Branch will be a small annual Branch subscription to cover administration costs e.g. stationery, postage, etc. Subscriptions are to run from 1st January to 31st December each year. To ease administrative burdens there will be no pro-rata reduction in annual subscriptions.

16. All members of whatever age shall be liable for the annual fee, (currently £8), with the following exceptions:

Those currently exempt, i.e. those members who were born on, or before 31st December 1935, and those who are both overseas and e-mail members, who are invited but not required to pay.

Exemption shall be granted to any member regardless of age who lacks the ability to pay.

17. If a member fails to pay his annual subscription by 1st July the Secretary is to write reminding him to pay and stating that his membership will cease on 1st September. After 1st September the member is to be removed from the active membership list and is not to receive any further correspondence from the Branch (including Newsletters).

18. Grants may be made at the discretion of the committee for Branch social events.

19. The production of Branch items for sale will be decided on a case-by-case basis.

20. The Branch will not generally provide direct financial welfare assistance but will channel such needs to the appropriate charitable fund.

21. Committee members may be reimbursed administrative expenses, such as telephone bills, incurred through Branch business and travelling expenses for attending meetings. Travel expenses will be paid from Branch funds at the current MOD PTR rate unless otherwise agreed by the committee.

22. The Branch will maintain a separate account called the “RE Geo Support Fund” which will be funded by donations, special events and other activities. These funds will be used to support serving Geographic soldiers when military funds are not readily available. The committee will allocate these funds based on requests from Royal Engineer (Geographic) units and will report back to members at the AGM.

**MEMBERSHIP DATABASE**

23. The Secretary will maintain a database of member’s particulars. Each member registering indicates agreement, or otherwise, to their particulars being released to other members.

24. The database will record the following information for each member:

Title.

Name.

Address

Telephone number.

E-Mail address.

Membership category.

Professional qualifications.

Decorations.

Start and finish of service dates.

Initial induction course e.g. intake/basic course/ASC etc

Final rank/grade.

Trade/technical speciality.

Main units and dates.

Interest in specific events.

Branch office/event involvement.

Date of Birth.

Active or non-active (no subscriptions) member.

25. This database will be used for invitations to events, newsletter distribution and collection of annual subscriptions. Members failing to pay their annual subscriptions will be placed in a non-active database.

26. For a small charge, members will be able to obtain printouts of particular fields.

**BRANCH EVENTS**

27. The Branch will act as a focus for all former Military Surveyors and their modern equivalents, the Royal Engineers (Geographic). The Branch is not intended to replace existing organisations such as the Defence Surveyors Association, the annual civilian staff reunion, etc but will work with and augment them.

28. The Branch will augment these organisations by providing an umbrella organisation under which self-standing social events and special interest groups can be organised.

29. The Branch will organise occasional social events and the AGM.

**PUBLICATIONS**

30. Approximately four editions of a Branch newsletter will be published annually.

31. The Secretary and/or the Newsletter Editor are responsible for arranging for an article to be published in the Sapper magazine as and when appropriate.

32. Other standing Branch information and events will also be published on the Branch web site.

**BEREAVEMENT PROCEDURE**

33. The point of contact for co-ordinating the response to bereavement will be the Welfare Officer. He will inform committee members of the relevant details, see if the family would like the REA (Geo) standard present and if so make the necessary arrangements, ascertain whether someone can attend the funeral and make the appropriate arrangements.

34. The Branch will send a letter of condolence to the next of kin of all former Military Surveyors / Royal Engineers (Geographic), whether or not they were members of the Branch. This will be sent by either the President or Chairman as appropriate.

35. If the deceased has been active in the branch a member of the committee should try to attend the funeral.

36. The Secretary is to inform HQ REA of the death and arrange for a notice to be published in Sapper magazine, Corps Supplement and the Branch newsletter.

**BRANCH WELFARE CASES**

37. If any member of the Branch becomes aware of a member in need of welfare support they are to notify the Branch Welfare Representative who will ensure the appropriate welfare agencies are notified.

**BRANCH STANDARD AND STANDARD BEARER**

38. Whenever possible the Branch Standard is to be paraded at National REA events, unit major events and when requested for members funerals.

39. The Branch is to maintain, when possible, a Standard Bearer and a deputy Standard Bearer. The Branch Standard and Bearers are subject to Rule 20 of the Rules of the REA 2005. The Branch Standard Bearers, when on parade, will be subject to the dress code as laid down at Annex A of the Rules of the REA 2005.

40. The Branch Standard, when not in use, will be held on display in either the 42 Engineer Regiment (Geographic) or the RSMS WOs’ and Sgts’ Mess.

41. The committee will consider requests for travel and subsistence refunds from Standard Bearers who attend events at the request of the committee.

**ANNUAL BRANCH AWARD**

42. Each year the Branch will award a prize to the junior rank in 42 Engineer Regiment (Geographic) who has, in the opinion of the Commanding Officer, best carried out his duties in ‘a spirit of good fellowship’ beyond normal expectations. The Committee will decide the value and nature of the prize.

43. An engraved stable belt will also be awarded to the best class 3 student coming off each course.

**REVIEW**

44. These TORs will be reviewed annually by the committee with any proposals for change presented for approval to the AGM.