



# HASSRA



Prospectus for prospective  
HASSRA NW Board of  
Management Members  
2011-2012

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Date: January 2011

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# Welcome

Thank you for expressing an interest in the HASSRA North West Regional Management Committee.

As a member of the committee you will feed into the overarching National HASSRA agenda of how HASSRA helps the department.

1. Improves staff morale
2. Facilitates a better work life balance
3. Aids communication and business development
4. Improves staff development
5. Increases workplace fitness
6. Enhances organisation reputation
7. Provides money saving opportunities
8. Supports local team and cross section collaboration

We hope this prospectus gives you an insight into HASSRA North West and the roles and responsibilities of a committee member.

# Background

HASSRA NW is one of twelve regions making up National HASSRA. The other regions are currently:

North East, Scotland, Wales, London, South East, South West, Yorkshire and Humber, West Midlands, East Midlands, East of England and Fylde.

HASSRA NW covers the area of the North West GOR excluding those offices with the FY postcode. The region enjoys a very active representation in sports and leisure activities, both at regional and national levels. Competitors for national events are usually selected from the winners of the regional competitions, although we do reserve the right for the Regional Business Partner to nominate members, after discussion with the relevant competition organiser.

Activities at regional level are co-ordinated by the Regional Business Partner and regional volunteers in consultation with the NW Committee.

The office for the NW is based at Holborn House, Preston and is staffed by:

Regional Business Partner: Jenny Richardson

Regional Finance Manager: Helena Whitehead (based in Derby)

Our main income source is a quarterly rebate from National HASSRA. We also receive an annual amount in respect of those who are members of the Civil Service Sports Council (CSSC).

Our nominated charity is currently North West Air Ambulance. We raise money for them through the Annual Charity Draw; donations from regional clubs and proceeds from raffles held at sporting events and social occasions.

Every two years a region host Special Event on behalf of HASSRA National. They are usually based at a University Campus out of term time. Special Event comprises of a variety of different events with each region entering a team. The Directors Trophy is presented to the winning region. Our management committee members are invited to attend and if required, assist with some duties to support our team.

The next Special Event is at Lancaster University in September 2012 and HASSRA NW are the hosts. This is an extremely large piece of work taking up to two years to plan and organise. We are looking for a raft of regional volunteers to help facilitate this.

# Expectations

As a member of the regional management committee you will be expected to attend the quarterly meetings and a planning event. This is in addition to the Annual General Meeting and the Awards Dinner, which are normally held at the same venue on the same day. You are also expected to serve on one of the Sub-Groups. Your line manager will be sent a special leave request for attendance of these meetings but it is down to their discretion if the request will be granted.

You should be prepared to work hard but it is hoped that you will personally benefit from serving on the Committee. It is essential that you are interested and committed to HASSRA NW. You must be enthusiastic and be able to provide support for your colleagues on the Committee at all times.

In return, the Committee will exhibit collective responsibility, offer guidance, advice and help when needed.

# Sub Groups

It was decided that these groups would make the region more efficient and allow more time in the quarterly meetings for other business items. All committee members and officers are expected to serve on at least one group.

## **Regional Awards**

The group decide on the winners of the regional awards from the nominations submitted.

## **Competitions**

This group considers the viability of all competitions as well as ensuring that a balanced events calendar is produced annually. They are also responsible for discussing the introduction of new activities.

## **Finance and Policy**

They meet to discuss the future direction of the region and to ensure that the region stays within its budget.

## **Recruitments and Benefits**

The role of this group is to enhance and add value to our membership through the identification and introduction of new membership benefits.

## **Media and Publicity**

The group oversee the regional intranet/internet pages, e newsletter and regional communications.

## **Charity and Fundraising**

The group look at current and future charities and how/ when fundraising will take place throughout the year.

## **Awards Dinner**

The group plan and organise the Annual Awards Dinner

Dear Colleague

By reading this, we hope you will have got a taste for what will be required of you, should you decide to pursue election to the committee. You will discover that there is a very good team of dedicated individuals involved in the management of HASSRA North West.

We do hope that you decide to pursue election. You will need to complete the attached pen picture proforma and the nomination form below, and ask two officers from your Sports & Social Club Committee (if you have one), to propose and second your nomination. Don't worry if your office doesn't have a Sports & Social Club, as we can co-opt you onto the Committee, but we will need to know by 28<sup>th</sup> February of your intention to pursue co-option.

Please feel free to contact me, if you have any questions about your election or any of your prospective colleagues, so that any concerns you or your line manager may have about taking this step can be answered before you are put forward for election at the regional AGM on March 11th.

Yours sincerely

Jenny Richardson  
Regional Business Partner

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**NW Committee 2009/2010**

Bill Marks	Burnley BDC	Regional President
Paul Adams	Preston Holborn House	Regional Chair
Ron Kilburn	Retired	Vice Chair
Steve Waters	Chorley JCP	
Sue Scrivener	Barrow BDC	
Richard Cooper	Preston Holborn House	
Ian Brown	Preston Holborn House	
Alayne Whitworth	Rochdale SSO	
Jess Beech	Birkenhead CMEC	
Andrew Kerin	Burnley BDC	
Nicola Cowley	Middleton JCP	
Zoe Ashby	Accrington CMEC	
Carla Dixon	Burnley JCP	
Janet Wareing	Burnley BDC	
Nigel Jones	Burnley BDC	
Allison Roberts	Hyde BDC	
Dave Roberts	Hyde BDC	
Sue James	Belle Vale JCP	
Gareth James	Huyton BDC	
Simon Dlay	Burnley PS	
Liz Daly	Burnley PS	
Ashley Robertson	Ashworth Hospital	
Alan Turner	Retired	
Brian Cooke	Longsight JCP	
Paul Murphy	Bootle BDC	
Ian Burgess	Wallasey	



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**To: Jenny Richardson  
HASSRA NW  
Preston Holborn House**

Name:  
Office:  
Tel:  
Fax:  
Email address

We wish to nominate \_\_\_\_\_ of \_\_\_\_\_  
Club to serve as a member of the 2011/2012 HASSRA North West Management Committee

Signed \_\_\_\_\_ Date / /2011  
Chairman \ Secretary \ Treasurer \_\_\_\_\_ Sports & Social Club

Signed \_\_\_\_\_ Date / /2011  
Chairman \ Secretary \ Treasurer \_\_\_\_\_ Sports & Social Club

**Closing Date 28<sup>th</sup> February**

**Pen Picture (closing date 28<sup>th</sup> February)**

*Thank you for taking the time to read this prospectus. If you are interested in being nominated for HASSRA North West Committee, please complete the Pen Picture and return*

Name

Office Address

Post Code

Tel

Fax

Email

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Experience within HASSRA

Local	
Regional	
National	

Why would you like to join the committee?

Any additional information