

REMS structure

Introduction

All retired members of the Institute of Physics are nominally members of REMS.

REMS (the Retired Members Section of the London & SE Branch of the IOP) organises visits and conferences for its members. It is very involved with the IOP and the website is used to list these events and for people to register to attend them. Events are organised quarterly by individuals with the help of a committee member if required. All events, except Branch meeting, are self financing. Branches neighbouring the L&SE Branch are informed of events. Other regional branches should have their own REMS. The IOP REMS website is accessed via www.london.iop.org.

Below is a description of the committee and how it interacts with members and the IOP.

Committee

The committee consist of

Chairman	(C)
Committee secretary	(CS)
Events coordinator	(EC)
Membership marketing	(MM)
Treasurer	(T)
Assistant treasurer	(AT)
Webmaster	(WM)
IOP liaison officer + Web manager	(LO)
IOP Web Manager	(IOPWM)

One or more of these roles could be combined.

Roles

Chairman (C)

The chairman with the committee secretary will arrange committee meetings as frequently as required – more frequently while we settle into the new structure and less frequently when all is running smoothly. He chairs all the committee meetings and some of the conferences.

He represents REMS on the L&SE branch committee and reports attendance figures for each event.

Events coordinator (EC)

EC is **not** responsible for getting enough events organised in each quarter. His job is to encourage members to organise events and help them where necessary. He will have the following tasks:
Agreeing suitable dates for events with organisers, evenly through each quarter year and not all on Thursdays;

Being available to help organisers with deciding event charges;

He checks the costs for visits;

Ensuring that the flyers contain sufficient information;

Emailing the flyers to the webmaster and LO;

Maintaining the organisers' guide and flyer template.

Maintaining a list of members, who don't turn up to events or who cause extra work in any way.

Initiates the quarterly emails detailing the events for LO/IOPWM to send out.

Webmaster (WM)

The webmaster will update the REMS website when requested by EC, including any photographs, and will maintain the list of current and historic flyers. Currently this is
www.johnabelling.webspace.virginmedia.com

IOP Liaison Officer (LO) and IOP Web Manager

The liaison officer is the interface between the REMS committee and IOP.
LO develops the REMS/IOP website with the IOP Web Manager and puts the flyers up when they are available.

When requested by the EC, the Web Manager sends emails out alerting REMS that registration is open and accepts emails cancelling attendance of visits.

LO interacts with MM to keep the L&SE/REMS advert page up to date.

LO arranges with IOP Bristol to put advertisements in Physics World and produce paper flyers for distribution at meetings.

Annually LO organises advertising to be sent to all IOP retiring physicists.

The Web Manager keeps the AT, EC and organisers up to date on the registrations, the member's emails and finances for each event.

Membership marketing (MM)

As REMS membership is for the retired people, the active numbers tend to fall with time. Each year more IOP members retire but very few have heard of REMS so the Marketing manager has to make physicists aware of us. He/she does this in several ways.

He designs advertising in Physics World several times a year. It must be eye-catching with links to the IOP REMS websites. This is done via LO.

Liaise with the LO to send a leaflet to retiring IOP members telling them about REMS.

Design flyers for distribution at L&SE Branch meetings. Liaise with LO about this.

Accept emails and accesses the website to send information to enquirers.

Assistant treasurer (AT)

The assistant treasurer keeps a list of the REMS expenses and income.

He approves the expense forms for visits and committee expenses and passes them onto the treasurer who passes them onto the IOP finance department.

He and T are kept informed of the moneys paid into the IOP system via the website by IOPWM.

He liaises with the EC to keep the estimates of costs for visits.

He keeps a running total of the REMS finances.

Treasurer (T)

He deals with the IOP system.

He passes on the expenses claims sent by the AT to the IOP.

He reconciles the REMS accounts with the IOP version.

Members

All retired members of the London and SE Branch of the IOP are nominally REMS members. This can be extended to the neighbouring branches. They must agree that IOP can share their contact details with the organisers of events, which they are attending.

Events are booked via the website and are on a "first come" basis and each one is charged individually and paid for using a credit or debit card, or BACS.

They must also be aware that to cancel an event they must do so via the website when they will receive an email from the LO.

However, they must contact the event organiser if they have any other queries.

Event organisers

Members, who want to organise an event, should contact EC and liaise with him about dates.

When the booking period is closed, IOPWM will send the event organisers a list of attendees, together with their contact details, and a list of those on the waiting list with their contact details. They can use these email addresses to communicate with the attendees if there are any changes to the event, if information such as lunch menu choices are required and if they want to send out a reminder close to the date of the event.

They should tell EC the names of members who don't turn up or who are in some way a problem.

If someone wants to organise an event in the current quarter after the booking process for the quarter has been completed, they should contact EC as above, who will ask IOPWM to send an email to all members with the details and requesting interested members to contact the organiser.

It has been the custom for some time that organisers don't pay for their own events, but do pay for their lunches if this cost is included in the total charge. This should continue.

At Homes

At Homes are different from other events. They require co-operation between the organiser, EC and L&SE Branch. Apart from the programme and the location, the flyer should also contain the menu, so that members can decide whether or not to have lunch. Those with dietary requirements can check the menu. The At Homes are now branch events and are therefore available to any interested person through the IOP L&SE Branch booking system. Lunches are REMS events and are bookable through both the L&SE Branch and REMS webpages.

EC should book the room and organise the food. The IOP, or external venue, will, via the EC, invoice the branch for the cost of the room hire, speakers' expenses and the start and end refreshments and invoice REMS for the meal. The branch includes their part of the cost in their budget.

The At Home organiser should check the amount of wine consumed at the end of the meal. The Organiser and EC should agree on the final costs which will be sent to Branch.