To: Honorary secretaries of divisions and regional councils

Copy for information to: Honorary secretaries of regional councils, members of council, members of organisation committee, and coordinators of BMA regional centres and national offices.

Dear secretary

This division circular notifies you of the deadlines for ARM representatives, ARM motions and division grants. It requests the completion of the following documents:

- Submission of ARM representatives and deputy representatives. Please submit names to the secretariat (pbbutton@bma.org.uk) no later than 1 March 2018 (appendix 1)
- Divisional annual report and financial statement no later than 22 March 2018 (appendix 5)
- Any changes to the officers of the division (appendix 4)

1 Appointment of representatives - Annual Representative Meeting. The 2018 ARM will be held in the Brighton conference centre, from Monday 25 June to Thursday 28 June inclusive. Registration will open on Sunday 24 June from 3 pm.

Please note that as usual the list of ARM representatives is finalised a week before the ARM and no late submission of names is permitted - bye-law 30: All representatives shall have been elected or appointed no later than one week (18 June 2018) before the annual representative meeting at which they are due to take up office. Please note, this also applies to deputies.

The BMA will continue the e-voting and nominations for the elections held at the ARM. There will be no paper copies. The list of ARM voting representatives is used as the electorate. Further information regarding electronic elections will be communicated to members shortly.

The allocation of division seats for the 2018 ARM has been approved by the organisation committee and arrangements should now be made for your division to elect its representative(s) and deputy(ies). Please note that as a result of changes to the bye-laws, agreed at the 2009 Annual Representative Meeting, divisions are now obliged to elect their representative(s) by 22 February each year and the enclosed form of notification should be
received by council secretariat no later than 1 March 2018. Please email nomination forms to Pauline Button (pbutton@bma.org.uk). After this date unallocated division seats will be re-allocated to regional councils and national councils. Further guidance on the different routes in which members can attend the ARM is enclosed in appendix 2.

Divisions are strongly encouraged to meet and elect their ARM reps well before this date. If it can be completed earlier, this will enable us to send details of hotel accommodation without delay to those appointed. Representatives’ badges will include both their preferred first name and surname, so I should be grateful if you would please complete the form in appendix 1 with both names. Please also ensure that you complete the tick box for those representatives who will be first time attenders at the 2018 ARM as it is likely that a special introductory event will be organised once again for new representatives in 2018. May I remind you of the rules (which should be strictly observed) regarding the appointment of representatives, which are set out in the bye-laws and explained in appendix 2.

Appendix 3 to this circular sets out the seat entitlement of each division. Please check the list carefully to ensure that your division elects the correct number of representatives. There are some minor changes from last year as the number of representatives is based on the membership of each division as at 1 October 2017 but within the limitation of a total allocation of seats of 280.

Where a division is entitled to elect two representatives, those representatives shall not both be in the same branch of practice group. Where a division is entitled to elect three or more representatives not more than two of them shall be in the same branch of practice group. A deputy shall normally, but not necessarily, belong to the same category as the representative for whom he/she acts as deputy. It is particularly important that divisions elect deputy representatives in case the elected representative(s) cannot attend the ARM. Deputy representatives cannot deputise for part of the ARM i.e. it is not possible for a representative to attend part of the meeting and the deputy to attend another part (bye-law 35 refers). Please let Pauline Button (pbutton@bma.org.uk) 0207 383 6148 know as soon as possible of changes to your division’s representatives.

The chair of the RB and secretariat is likely to communicate with members of the RB both before and after the ARM and it would therefore be very helpful if you would please provide your representatives’ email addresses.

The deadline for receipt of ARM motions by council secretariat via the database is Friday 6 April 2018 (9.00am). Please don’t leave submission to the last minute.

Please note that the ARM motions database for receipt of motions approved at quorate division and regional council meetings is now open. Please ensure that you are eligible to enter motions on the ARM motions database from a division or regional council well in advance of the deadline (Friday 6 April 2018, 9.00am). Late motions are never accepted.

In order to ensure that motions submitted via the database are being sent on behalf of divisions, a user group has been set up so that only honorary secretaries of divisions will have access to the database via the BMA member website. To access the BMA member website you will need to be registered with a user name and password. For website login FAQs such as forgotten password please go to https://www.bma.org.uk/about-us/website-help/web-faq or you can contact the membership team on membership@bma.org.uk/ 0207 383 6955.
To submit your motions you will need to go to www.bma.org.uk/motionsarm and enter your user name and password. This launches the motions web page where you can submit your motion(s). Follow the directions as shown on the attached copy of the web page. Please note that only one motion may be submitted at a time so that it can be properly logged in our database. Once a motion has been submitted you will receive confirmation and the text of the motion, via your email address, and will be given the option of submitting another motion. You do not need to enter the name of your division as this is automatically picked up from your user name. You will however need to ensure that you:

1. tick the box if the motion should not be moved to another branch of practice conference
2. tick the box to confirm that the meeting was quorate (ie not less than five members)
3. type in or attach the list of names of those present at the meeting at which the motion(s) was agreed in the appropriate box provided. You need only provide the list of names with the first motion.
4. click on the submit button to send your motion

If you should experience any problems with accessing the ARM motions database or submitting your motion(s) please contact ldijeh@bma.org.uk or nharrison@bma.org.uk in the first instance.

2. Message on behalf of the chair of our Representative Body – Pre-ARM briefing papers

We’re very aware that our annual meeting is key to how our policies respond to the rapidly changing environments that you work or study in. As a result of the current rate of change you are all experiencing, we are continuing our new approach to ARM motion submissions this year. In order to identifying topical areas of interest emerging on the horizon, areas where we have gaps on policy, known policy contradictions or policy ambiguity, our in-house policy experts will be putting together a series of policy briefings for you as representatives to consider prior the submission of motions. These briefings will be provided with the pre-ARM D4 circular provisionally w/c 19 February 2018.

The same circular will be reminding you to submit motions by 9am on 6 April 2018. We realise that many of you may have already scheduled your divisional and regional council meetings for 2018; however, we wanted to give you as much notice as possible to inform you about the distribution of briefings. It might be helpful for your division to schedule a meeting within this window to select motions to submit. Just to reassure you, your division or committee will of course be able to generate motions outside of these briefing areas- this is not designed to limit the scope of your motions, but to act as a helpful tool.

Also, please be reminded that the BMA motion drafting service will be running again this year, which offers support and advice to anyone considering submitting a motion to the ARM. For more information, please visit www.bma.org.uk/writingmotions. This site provides guidance on writing motions in several formats, as well as contact details (info.motions@bma.org.uk) for those members seeking personal advice.
The 2018 conference will take place on Friday 2 March and will be chaired by Mr Sathish Jayagopal, honorary secretary of the Salisbury division.

Further information about the conference and theme will be sent in the December division circular. Once again, a dinner will be held on the evening before the conference to give honorary secretaries the opportunity to get together socially with the chief officers, staff from BMA House, regional services in England and the national offices. There will also be an optional IT training session before the dinner for first time attenders on division webpages.

Please note that nomination forms to attend the conference will be sent via web-link in the December division circular. The conference unit will be managing registration and the pre-conference dinner.

Division officers

I should be grateful if you would please complete and return the enclosed form in appendix 4 indicating any previously undisclosed changes to the officers of your division for 2017-2018.

Division annual reports and financial statements for the period 1 January 2016 to 31 December 2017

I enclose the annual report and financial statement form in appendix 5 for the period 1 January to 31 December 2017 and would be grateful if you would please complete and return this by 22 March 2018 (a copy should be kept for your division’s records). Please read the enclosed guidance notes in appendix 6 carefully before completing the form. If you have any questions please get in touch with Pauline Button on 020 7383 6148 / pbbutton@bma.org.uk.

Concur reimbursement for division expenses

Divisions who would like to use Concur reimbursement method must first close their official division bank account and return the money to the BMA. For those using this method, the division grant guidance remains the same and you will still be required to complete an annual report/financial statement (appendix 5). Please see the updated division guidance appendix 6 for more details.

Division web pages

As you may already know, the BMA provides a facility on the main website that enables honorary secretaries (and other nominated officers) to upload content onto a specific area for their division and to send emails to everyone in the division for whom the BMA has a valid address. The BMA division webpage can be found at www.bma.org.uk/divisions (you will need to sign in first). For a handy step-by-step guide about setting up your web page please see appendix 7.

Each divisional ‘home page’ contains a brief description of the division (e.g. its geographical boundaries) and details of its key divisional officers (including photos). For uploading a photo-
please ensure the image is restricted to a headshot in jpg format. Please send your image to a member of the webteam on webcontent@bma.org.uk who can upload it for you.

Nominated officers have the ability to upload additional content and send emails whenever they like, and are encouraged to do so on a regular basis so that the pages are engaging. Example content includes:

- Agendas for upcoming meetings
- Minutes from previous meetings
- Medico-political news articles of local interest
- Consultation papers with request for feedback
- Invitations to social events

It would be of great help if you could also use your local networks and contacts to encourage members to register for the BMA website - the more email addresses we have, the more people to whom we can disseminate information. Your divisional webpage gives you access to "email statistics", telling you the percentage of members for whom we have email addresses and the list of names for whom we do not. Please help us to register more members by asking them to complete the form online: www.bma.org.uk/register. It only takes a few minutes and they will have full access to all the content and services on the website.

If your division doesn't yet have a web page and you would like us to set one up, please email the web editor Emma Lindsey (elindsey@bma.org.uk), with your name and membership number. You will be notified when it has been set up, and given instructions on how to use the various features.

7 Council elections

Would you like a say in the BMA’s future direction? Would you like your views to be heard? Now is your chance. BMA Council is changing – and you can be part of it.

Council is the principle executive body of the BMA, setting the strategic direction of the association in line with policy decided by the representative body at the annual representative meeting. It meets six times a year at BMA House, in London. And from 2018 BMA council is becoming more representative. From 8 January you can nominate yourself to become an elected council member, starting in summer 2018. The numbers of voting members on the new council will be from 34 members to up to 74. Members will represent a branch of practice, one of 10 regions of England or Scotland, Wales or Northern Ireland, or else UK-wide. For the first time there will be gender constraints. Even if you choose not to nominate yourself for council you can have a say in the BMA’s future direction, by voting for your chosen candidate. Look out for your ballot paper next Spring.

Nominations open 8 January 2018. Voting will take place during March 2018
8. Division regalia

Please note that divisional regalia is no longer covered under any of the BMA insurance policies. It is not recommended that divisions insure their regalia, but should a division wish to do so, they are advised to have the item(s) professionally valued and then to obtain insurance quotes to insure the item(s). The cost of the valuation and insurance premiums will not however be reimbursed by the BMA and the division will therefore need to meet the cost from voluntary or other “non-official” funds.

However, in cases where the following conditions are met the BMA will meet the cost of replacing lost or stolen regalia:

a) the division has provided the BMA with a photograph of the regalia before it is lost;
b) the division satisfies the BMA that it had a reasonable procedure in place before the loss for the safekeeping of the regalia; and

c) the division can prove that it obtained at least two quotes for the replacement (based on the photograph of the lost piece of regalia)

Please note that the cost of replacing golf trophies or similar will not be met by the BMA. Should you wish to register details of your regalia at BMA House, please send photographs of the item(s), with a scale indicating their size, together with a description if necessary, to Lee Sands (lsands@bma.org.uk) in the records and archives department, who will hold them for safe-keeping. If you should need to replace a lost or stolen item in the future, please contact Amanda Ewin (aewin@bma.org.uk / 020 7383 6104) in our finance team for advice.

9. Division model rules

Please see attached appendix 8 for the division model rules. Please read these carefully and keep this version to hand.

10. BMA Charities

Message on behalf of the BMA charities chair

“At this time of year, you may be thinking ahead to your Division financial return, and thinking about the Treasurer’s proposals for direct reimbursement of expenses to Division officers. BMA Charities exists to support colleagues in difficulty, from medical students in training, to the retraining of refugee doctors. We work closely with the other medical benevolent charities to help these colleagues. If your Division has funds which you no longer need, and you’re thinking of giving them to charity, please consider making that gift to BMA Charities. With your help, we can continue to invest in the future of the profession.”

11. Updated conference meeting dates 2017-18

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>8 December</td>
<td>Deadline for BMA awards and honours nominations <a href="http://www.bma.org.uk/bmahonours">www.bma.org.uk/bmahonours</a></td>
</tr>
<tr>
<td>27-28 Jan</td>
<td>Junior members forum</td>
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28 February  Consultants conference

2 March  Conference of honorary secretaries of BMA divisions and regional councils

1 March  Divisions must elect their ARM representatives and notify council secretariat. Any seats that are unfilled by 1 March will be reallocated by the regional and national councils. Regional coordinators and national secretaries will be informed of the numbers of unallocated seats soon after this date has passed

9 March  UK LMC Conference

16 March  Retired members conference

6 April (9.00 am)  Last date for the receipt of motions for consideration by joint agenda committee. Late motions are never accepted.

13 April  Medical students conference

17 April  Joint agenda committee

20 April  Conference of medical academic representatives

25 April  Armed forces conference

1-2 May  ARM agenda committee

15 May  Public health medicine conference

10 May  ARM agenda committee

18 - 19 May  Junior doctors conference

May/June  Issue of annual report of council to honorary secretaries and posting of the annual report of council on the website (date to be arranged)

22 May  Staff and associate specialists conference

25 May  Issue of ARM agenda and other documents to representatives

25 May  Publication of ARM agenda on the BMA website

12 June  Augmented agenda committee

22 June  Publication of the supplementary agenda on the BMA website

24 to 28 June  Annual Representative Meeting 2018, Brighton International Centre, Brighton

Please note the closing time and date for motions to the ARM. For branch of practice conference motion deadlines please contact the relevant BoP secretariat. No motions arriving after the deadline can be accepted, no matter when they are posted.
Yours sincerely,

Lizzy Dijeh  
Senior policy and governance manager

Pauline Button  
Executive officer