

# Procedure – Forming a New Branch Sub Committee

## Purpose

This procedure outlines the steps necessary to form a new Branch of the DSMRA. Branches function as subcommittees of the DSMRA's National Committee.

## Principles

1. A new Branch must be independent of any other existing Branch
2. A new Branch must have at least 6 financial members with the anticipated opportunity to grow the new Branch
3. A new Branch must have at least the following subcommittee members
  - a) Area Coordinator
  - b) Secretary
  - c) TreasurerNote that upon formation, no one member can occupy more than one of the above positions
4. Branch finances roll up into DSMRA National reporting

## Process

1. Member or members must express their interest in forming a new DSMRA Branch to the Secretary by email or other means outlining:
  - a. Initial membership expectations
  - b. Names of proposed subcommittee members
  - c. Nominal area
2. Committee is then informed of interest in forming a new Branch
3. Committee undertakes a form of due diligence to assess the viability of the proposed new Branch based on the above principles and an assessment of the ability of the individuals involved to 'deliver' a DSMRA Branch. This could involve a phone check, referees, etc as appropriate
4. Committee reviews expression of interest and due diligence and determines whether or not to accept the proposal
  - a. If the proposal is supported a startup kit is issued to the new Branch Area Coordinator
    - i. Startup kit is in accordance with that specified within the Schedule of Rates
  - b. Webmaster updates website with new Branch details and contacts
5. Liaising with the National treasurer, the new branch arranges for its banking and a process of routine financial reporting to National

## Responsibilities

DSMRA National Committee

New Area Coordinator

Webmaster

## References

Letter of intent

Minutes of DSMRA National Committee Meeting which voted on new Branch application.