

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) Treasurer

Note that upon formation, no one member can occupy more than one of the above positions.

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

Responsibilities

DSMRA National Committee

New Area Coordinator

Webmaster

References

Letter of intent

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