



Supporting the hair, beauty  
and barbering industries

**REGULATIONS**  
**FOR NHF REGIONS**

## **REGULATIONS FOR NHF REGIONS**

These regulations should be read in conjunction with the Handbook for Regional Coordinators.

### **1 Purpose**

- 1.1 Having a regional presence is both a strength and a unique feature of the National Hairdressers Federation (the "Federation" or "NHF"). The purpose of having a regional structure is to:
- Allow members to share common issues regionally and locally;
  - Support the delivery of national NHF strategy at regional and local level;
  - Encourage members to engage with NHF at regional and local level through a varied programme of activities; and
  - Elect a member from the region onto the NHF's governing body, the Board.

### **2. Constitution of Regions**

- 2.1. Regions will be determined on the basis of geographical area.
- 2.2. There will be a maximum of 13 and a minimum of three regions.
- 2.3. The Board shall decide the number and extent of regions from time to time and may amalgamate or divide regions depending on activity level, concentration of members and other relevant factors. In the event of either a boundary change or dissolution of a region, the Board shall consult with the appropriate members concerned prior to the exercise of its discretion as contained in the Rules of the Federation.
- 2.4 Members are allocated to regions as set out in the Regulations for Membership.
- 2.5 NHF regions are not separate entities and all funds remain the property of NHF.

### **3 Regional activities**

- 3.1 Regional Coordinators are responsible for assisting the NHF in planning and organising a national programme of events, including a minimum of 3 varied activities for members (or their staff) for each region each year, selected from:
- Competitions
  - Artistic demonstrations
  - Meetings on current issues (eg preparation for changes to pensions)

- Networking events for members to meet each other and talk about what matters to them
- Events for new members
- Social events
- Special interest meetings (eg barbers, beauty, education)
- Business events
- Other

- 3.2 There is no upper limit on the number of events which can be included in the events programme, subject to budgets, resources and demand from members.
- 3.3 Regional Co-ordinators will be consulted on dates and venues for all events held within the region. Information about where members are located within the region will be available.
- 3.4 Activities for members exclude regional committee meetings or meetings to organise events.
- 3.5 Each Regional Coordinator is required to submit an annual activity plan and budget for approval by the Board, using templates provided.
- 3.6 Unless otherwise agreed, members will be charged for attending events, following the standard pricing policy approved by the Board and set out in activity plans.
- 3.7 Funds will be available to support regional activities as set out in regional activity plans and budgets, subject to approval by the Board.

#### **4 Marketing and promotion**

- 4.1 Where possible, all events will be promoted centrally via the NHF website and other communication channels such as NHF social media, Salon Focus magazine, the monthly e-newsletter, emails, and mailshots.
- 4.2 Bookings for all events will be handled centrally using the online booking and payment functionality on the NHF website, following NHF procedures.
- 4.3 Regional Co-ordinators will be provided with access to a link providing live delegate numbers for each event. The marketing team will provide a brief summary of feedback from delegates after each event.
- 4.4 Promotional materials will be designed and printed by the NHF marketing team following NHF brand guidelines. Letters and emails relating to events will be prepared and sent from the NHF marketing team.

- 4.5 The Regional Co-ordinator is responsible for checking the accuracy of the content of all printed materials and will be the single point of contact for the marketing team.
- 4.6 All social media activity will take place through the main NHF accounts (Facebook, Twitter, Instagram, Pinterest, Linked In).
- 4.7 Where necessary, promotional materials will be adapted to take account of language (eg Welsh). Regional committees will be responsible for arranging the production of alternative language materials.
- 4.8 Regional Co-ordinators will be provided with a template press pack to ensure events maximise PR opportunities.
- 4.9 Additional costs of professional photography should be included within budgets as PR opportunities will be limited with poor quality photos.
- 4.10 The national Britain's Best competition provides a template for NHF regional competitions. Regional competitions will use the same categories as Britain's Best, although they do not need to include all the categories and may include additional categories. Where categories are the same as Britain's Best, the rules will be the same, so they are consistent for anyone competing in a regional competition or the national competition.

## 5 Regional Co-ordinator role

- 5.1 The Regional Co-ordinator role, person skills and attributes and the selection process are set out in the Regional Co-ordinator specification for services.
- 5.2 The Regional Co-ordinator is the key role within a region. He/she will be self-employed and will be contracted to the NHF at a rate agreed by the Board, for the services below. Contracts will be issued by the Director of Membership annually, and are not automatically renewed. The Regional Coordinator will be an NHF member with a good understanding of the hair and beauty industry and salon ownership.
- 5.3 Vacancies for Regional Co-ordinators will be advertised to members in the region. If there is more than one application, the Director of Membership will shortlist candidates and carry out interviews against the job description and the selection criteria. Where regional committees are still active, they will be consulted for their views on the shortlisted candidates.
- 5.4 If a suitable Regional Co-ordinator cannot be recruited, the Director of Membership and the rest of the Regional Coordinator team will organise events for the region(s) concerned.

- 5.5 The NHF Director of Membership is responsible for coordinating the Regional Coordinator team.
- 5.5 The primary responsibility for the Regional Co-ordinator is:
  - 5.5.1 to assist the Director of Membership in planning and organising a national programme of events, including the preparation, delivery and review of regional activity plans and budgets, to be completed within the time scales decided by the Director of Membership to fit with scheduled Regional Coordinator meetings, Board meetings and allowing sufficient time for designing, printing and distributing marketing materials.

In addition, he/she is responsible for:

- 5.5.2 Being the key point of contact within the region and will receive communications from NHF centrally (eg monthly CEO report, monthly e-newsletters).
- 5.5.3 Attending Regional Co-ordinator meetings (travel and accommodation expenses will be paid). Decisions made at meetings will be binding (subject to Board approval) regardless of which Regional Co-ordinators attended. Non-attendance at Regional Co-ordinator meetings will be a reason for annual contracts not to be renewed.
- 5.5.4 Hosting evening events, eg attending the event, welcoming members, checking materials and refreshments have arrived, following up on queries, providing feedback on how the event went.

Some NHF regions have regional committees. Where regional committees are still active, the Regional Co-ordinator is responsible for:

- 5.5.5 Arranging up to 4 regional committee meetings per year, including issuing agendas, taking notes and making sure follow-up actions are identified and completed.

## 6 Payment

- 6.1 Regional Co-ordinators may be paid for time spent on organising events depending on their complexity and the time taken to organise the activities, to be included in activity plans and budgets.
- 6.2 He/she will also receive a fee of £1000 per year, or other amount agreed by the Board, paid quarterly in arrears, for the services set out in 5.5.1 to 5.5.5 above and as specified in the Regional Co-ordinator contract for services.

- 6.3 When attending events, the Regional Co-ordinator must book a place or let the membership team know he/she (or another regional committee member) will be attending and who will be the contact for the event. There will be no charge for attending the event (one free place). If any other regional committee member wishes to attend an event, or bring guests or colleagues, they must book and pay for tickets in advance at the advertised price.
- 6.4 Payments to Regional Co-ordinators will be made, on submission of a company invoice.
- 6.5 Travel expenses and other reasonable 'out of pocket' expenses will also be paid in accordance with the NHF expenses policy approved by the Board.
- 6.6 Regional Coordinators will be provided with a bank card. They have the authority to spend up to £1000 in any one transaction in connection with an event approved by the Director of Membership and the Board, provided the sum is within budget. Expenditure above this amount must be authorised in advance by the NHF Director of Finance.

## **7 Regional Co-ordinator meetings**

- 7.1 There will be regular meetings for Regional Co-ordinators, the Director of Membership and other NHF staff as needed, up to 3 each year.
- 7.2 The events programme for the following year will be agreed in the summer/autumn of the previous year. Where possible, data will be gathered by surveys of members to help decide which events to focus on for the following year.
- 7.3 At the summer/autumn meeting, regions will draw up their annual activity plan and budget. The plan should include which regional activities will be held, what income they are likely to generate, what they will cost, and the overall profit/loss. It is expected that events and activities will break-even. Exceptions may include events which are supporting national initiatives or promoting the NHF or NHF services.
- 7.4 The activity plans and budgets must include any payment for time used by Regional Co-ordinators, regional committee members or others for organising activities. This should be clearly shown as a number of hours or days and the hourly or daily rate to be paid (as agreed by the Board). Travel expenses may also be paid, in line with the NHF expenses policy.
- 7.5 Contact details will be supplied so Regional Co-ordinators can contact each other outside meetings.

## 8 Programme of NHF events

- 8.1 The Director of Membership will prepare a schedule of all NHF events, including income, costs and profit/loss for the Board to approve for the following year.
- 8.2 The Director of Membership will work with Regional Coordinators to agree the objectives for each event, which do not all have to be financial. To determine whether or not to include events in the NHF annual programme and recommend them for approval to the Board, he/she will consider:
- Whether the projected income and costs are realistic;
  - Whether the event or activity has a clear purpose, and shows who benefits from it and how; and
  - The event or activity covers its costs (+/- 10%).
- 8.3 Each year, the Board will consider a review of events, performance against budgets, whether the events met their objectives, what went well, what did not go well and how the events programme could be improved either for the current year or the following year.

## 9 Regional Committees

This section applies only to those regions which still have Regional Committees.

- 9.1 Each region may select a committee consisting of:
- the Regional Co-ordinator
  - at least 4 NHF members one of whom shall act as Chair (the Regional Co-ordinator would chair meetings if the chair was not available) NB the Regional Co-ordinator and the chair are different roles and cannot be filled by the same person.
- 9.2 Regional Committee positions are open to any member in the region.
- 9.3 Only NHF members can be Regional Committee members or attend Regional Committee meetings, although NHF members may assist with organising regional activities. If they have specialist skills (eg electrician), it is not necessary for them to be an NHF member.
- 9.4 Regional Committee members may serve a 3-year term, with a maximum of 3 consecutive years after which there must be a break of at least one year before they can be on the regional committee again.

This does not apply to the Regional Co-ordinator whose appointment is renewed annually.

- 9.5 Regional Committee members will choose a chair between themselves.
- 9.6 Regional Committee members will be paid travelling expenses and reasonable 'out of pocket' expenses, in accordance with the NHF expenses policy.
- 9.7 Relevant training may be provided for Regional Committee members, the Regional Co-ordinator or other NHF members involved in organising and running events (eg safeguarding, risk assessment, budgeting).
- 9.8 The purpose of Regional Committee meetings will be to suggest events or activities for the region for the Regional Coordinator to take to Regional Coordinator meetings for consideration and to assist the Regional Co-ordinator in organising regional activities, if needed.
- 9.9 Regions are not required to hold an AGM.