

# **NMTF GROUP GUIDELINES**



## 1. BACKGROUND

- 1.1. At the Extraordinary General Meeting on 18 April 2016, members voted to incorporate and decided upon a set of Articles of Association that will govern NMTF Ltd from 1 July 2016.
- 1.2. Before 1 July 2016, local groups of members were able to be recognised as NMTF Branches and rules governing their formation and conduct were part of the NMTF's Constitution.
- 1.3. NMTF Branches are not included as part of the Articles of Association of NMTF Ltd.
- 1.4. Directors of NMTF Ltd, the Executive Board, agreed on 16 May 2016 that the national body will continue to recognise members who form working groups to achieve common goals.
- 1.5. These guidelines outline a programme by which members who form working groups to achieve common goals can receive recognition from NMTF Ltd.
- 1.6. This programme will be called **NMTF Groups**. Head Office will coordinate, promote and support an **NMTF Groups Network** across the UK.

## 2. PURPOSE

- 2.1. The objects of NMTF Ltd are to safeguard, promote and develop the retail markets and events industry for the benefit, and in the best interests of, its members.
- 2.2. In carrying out its objects, NMTF Ltd shall promote equality of opportunity and oppose any form of discrimination on grounds of race, ethnic origin, gender, sexual orientation, age, disability or religion.
- 2.3. Members of NMTF Ltd are encouraged to work together in solidarity to achieve common goals and provide one another with mutual support and understanding.
- 2.4. NMTF Groups are encouraged to represent the mutual interests of their members in order to safeguard, promote and develop the market(s) or event(s) where they trade.

## 3. GOVERNANCE OF NMTF GROUPS

- 3.1. The objects and structure of an NMTF Group are for its members to decide. NMTF Groups are autonomous from NMTF Ltd.

## 4. RECOGNITION BY NMTF LTD

- 4.1. To be recognised as an NMTF Group by NMTF Ltd all members of a group must trade from the same location (e.g. NMTF Barnsley Group, NMTF Cambridge Street Traders Group) or have a shared trading connection (e.g. NMTF Historic Traders Group, NMTF Fairs Group).
- 4.2. To be recognised as an NMTF Group by NMTF Ltd each group must have a **Liaison Officer** who will liaise with Head Office on behalf of the NMTF Group.
- 4.2.1. NMTF Groups with more than 20 members can nominate **one additional Liaison Officer** who will liaise with Head Office on behalf of the NMTF Group.
- 4.2.2. A Liaison Officer must hold an active membership of NMTF Ltd.
- 4.2.3. Duties of a Liaison Officer are outlined in Section 6
- 4.2.4. The removal of recognition as a Liaison Officer is outlined in Section 7
- 4.3. NMTF Groups must register with NMTF Ltd on an annual basis to ensure continuation of recognition from NMTF Ltd.
- 4.3.1. NMTF Groups without a Liaison Officer will not be recognised as an NMTF Group.
- 4.4. An appropriate Market Manager and/or Chief Executive will be informed of the name and contact details of the Liaison Officer(s) for the NMTF Group.

## 5. BENEFITS OF BEING A RECOGNISED NMTF GROUP

- 5.1. NMTF Ltd will offer a range of benefits in order to encourage the formation and support the sustainability of an NMTF Group.
- 5.2. NMTF Ltd reserve the right to withdraw and introduce benefits from time to time. Liaison Officers will be informed in advance of any changes.
- 5.3. Benefits available to NMTF Groups include:
- 5.3.1. Use of the NMTF Group name, NMTF Groups Network logo** in any communications collateral, which includes but is not limited to: business cards, newsletters, e-bulletins and on websites and social media.
- 5.3.2. Free travel and free attendance for recognised Liaison Officers at the Annual General Meeting of NMTF Ltd (AGM).**

5.3.2.1. Travel by standard class public transport will be reimbursed. Attendance includes overnight accommodation.

5.3.2.2. If all recognised Liaison Officers for the NMTF Group are unable to attend the AGM, they may nominate one member of the NMTF Group, who must also be a member of NMTF Ltd, to attend in their place.

### **5.3.3. Free membership of NMTF Ltd for recognised Liaison Officers.**

5.3.3.1. Issued by voucher at the AGM only redeemable against the renewal of a membership of the NMTF in the name of the recognised Liaison Officer.

5.3.3.2. Members nominated to attend the AGM in the place of a recognised Liaison Officer are not eligible to claim free membership of NMTF Ltd.

5.3.3.3. Voucher limited to the price of a single membership of NMTF Ltd at the time of the AGM.

5.3.3.4. Liaison Officers must have been in the role for a minimum of six months.

5.3.4. **Priority access to advice and guidance** from Head Office, including attendance at meetings by Field Support Officers (subject to availability)

5.3.5. **Dedicated area in the NMTF's online portal**, including access to a forum for Liaison Officers.

5.3.6. **Free attendance for up to two Liaison Officers at a series of quarterly training events** held at the Head Office of NMTF Ltd in Barnsley, South Yorkshire (*Spring 2017.*)

## **6. DUTIES OF A LIASON OFFICER**

6.1. To act on behalf of the members of the NMTF Group in any matter affecting their business and professional interests.

6.2. To take a leading role in the coordination of activities undertaken by members of the NMTF Group.

6.3. To undertake 6.1 to 6.2 in a fair and just manner.

6.4. To act as the main contact(s) for Head Office with regards to any queries they may have, which include but are not limited to:

- 6.4.1. Issues from members of NMTF Ltd who contact Head Office for advice affecting their business related to the trading location or connection represented by the NMTF Group.
- 6.4.2. Press enquiries from local and regional media related to the trading location or connection represented by the NMTF Group.
- 6.4.3. Invitations to represent the NMTF Group at regional and national events related to the sector (e.g. Annual Reception of the All Party Parliamentary Markets Group).
- 6.5. To keep Head Office updated with any change in circumstances to the position of Liaison Officer for the NMTF Group (e.g. contact details, retirement, etc.)

## **7. REMOVAL OF RECOGNITION AS A LIAISON OFFICER**

### 7.1. Voluntary removal from role by a Liaison Officer

- 7.1.1. Liaison Officers may step down at any time and for any reason by providing a verbal or written request to Head Office.

### 7.2. Expiration of membership of NMTF Ltd

- 7.2.1. Liaison Officers will automatically lose recognition by NMTF Ltd if their membership of the NMTF expires and they fail to renew.

### 7.3. Upheld allegations of misconduct from members of NMTF Ltd towards Liaison Officers

- 7.3.1. NMTF Ltd reserve the right to remove recognition of a Liaison Officer following investigations into allegations of misconduct.

- 7.3.2. Allegations of misconduct will be investigated by Head Office in a fair and just manner.

#### 7.3.3. Examples of misconduct include but are not limited to:

- 7.3.3.1. Acting contrary to the purpose of NMTF Ltd as outlined in 2.1, 2.2 and 2.3.
- 7.3.3.2. Refusal to act on behalf of the members of NMTF Ltd involved unless under reasonable circumstances.
- 7.3.3.3. Use of the role for personal gain, whether financial or otherwise.

- 7.3.4. If recognition of a Liaison Officer has been removed by Head Office, the affected individual may appeal to the President of NMTF Ltd who will investigate in a fair and

just manner. During this period of investigation the affected individual will remain recognised as a Liaison Officer by NMTF Ltd. The decision of the President of NMTF Ltd following his/her investigations is final.

7.4. An appropriate Market Manager and/or Chief Executive will be informed of the removal of recognition of the Liaison Officer(s) for the NMTF Group.

## **8. FINANCE**

8.1. The financial matters of an NMTF Groups are for its members to decide. NMTF Groups are autonomous from NMTF Ltd.

## **9. REVIEW**

9.1. NMTF Group Guidelines will be reviewed annually the month proceeding the AGM of NMTF Ltd.

## **10. KEY CONTACTS AT NMTF LTD**

- Brendan Dyson, Field Support Officer  
*brendan.dyson@nmtf.co.uk, 07792 868 854*
- Tania Murphy, Field Support Officer  
*tania.murphy@nmtf.co.uk, 07876 190 088*
- Chris Savage, Projects Manager  
*chris.savage@nmtf.co.uk, 01226 352 804*
- Tracey Jones, PA to the Chief Executive  
*tracey.jones@nmtf.co.uk, 01226 352 805*

**NMTF, Hampton House, Hawshaw Lane,  
Hoyland, Barnsley, S74 0HA**