

Special Circular

Annual Conference

Torquay, South Devon 19-21 May 2023



ROYAL BRITISH LEGION



Message from the Chairman of the National Conference Committee, Anny Reid OBE ARRC

Following our very successful Conference and poignant parade marching past The Cenotaph in 2022, the Conference team is now focused on 2023.

The venue is the Riviera International Centre in Torquay, beautifully located on the English Riviera. It has good attractions and a variety of restaurants.

In the last four years, only 10% of branches have sent a delegate to Conference. This means that 90% of branches do not have a voice on important issues affecting your Royal British Legion.

I therefore urge you to send a delegate either face-to-face to meet old and new friends or online from the comfort of your own home.

It is also important that we welcome visitors to Conference and I am encouraged that our visitor numbers are increasing.

I look forward to seeing you in Torquay in May.

Best wishes,
Anny Reid OBE ARRC

Welcome to Annual Conference



Contents

Contents	Page
What's on?	4
Attendees	5-6
Main Session	7
Venue	8
Deadlines	9

If you have any questions, please contact us via the Annual Conference mailbox at annualconference@britishlegion.org.uk

What's On?

The Annual Conference 2023 will take place at the Riviera International Centre
Chestnut Avenue, Torquay, South Devon TQ2 5LZ on 19-21 May.
Please do save the dates.

Main Conference

We invite you to listen to guest speakers, reports on RBL Accounts, Strategy and other important topics. There's also the opportunity to meet other members and vote on motions submitted by branches which will shape our future.

Annual Membership Awards Ceremony

Help us to celebrate our Membership Awards for your achievements, comradeship, community support and collaboration and applaud your fellow members, Branches, Districts/Counties and clubs when they receive their awards. Awards criteria and nomination forms are available in the email pack with the Special Circular and from your MSO. All nominations must be submitted by Friday 3rd February 2023.

National Standard Bearers Competitions – RBL and Women's Section

Attend this annual event where our judges seek out the best Standard Bearers from our regional winners.

Membership Parade

Take part in a ceremonial parade in central Torquay which will include wreath laying and a commemorative service.



Break Sessions

Spend time meeting new people, catching up with old friends, discussing achievements and ideas with fellow members.

Entertainment

The entertainment is a break during the formal conference proceedings and a chance to join other attendees at a social event organised by local members.

Exhibition

Grab this opportunity to chat to our staff and ask questions. Pick up information and freebies from the variety of exhibition stalls. Don't forget to buy gifts from the Poppy Shop using your membership card for a 15-30% discount.



Attendees

To attend Annual Conference, you must register in advance. All applications must be submitted by **5pm on Friday 7th April 2023**. Please note we will not be able to accept late applications.

Please note, we cannot accept forms sent by post or by email.

Branch Delegates

Your branch has the opportunity to play a key role at Annual Conference, acting as the voice of its members in our decision making process. For your branch to be permitted to attend it must be compliant. Compliant branches are those that have submitted their annual accounts on or before 30 September 2022 and their MSI form by 31st December 2022 to their Membership Support Officer (MSO).

How to Register

Please note, we cannot accept forms sent by post or by email.

Branches can register using the Application Form available through the Membership Administration Portal (MAP). You will be able to access the link on the MAP Homepage. If you have any questions, please use the contact details shown on page 3.

County Delegates

Counties can also send a delegate to represent them at Annual Conference. There is no criteria for these applications. County delegates can propose and second motions as well as speak for or against such motions but are not entitled to vote.

How to Register

Please note, we cannot accept forms sent by post or by email.

Counties can register using the Application Form available through the Membership Administration Portal (MAP). You will be able to access the link on the MAP Homepage. If you have any questions, please use the contact details shown on page 3.

Visitors

Anyone can attend the Annual Conference as a visitor, but they won't be able to propose or second motions or vote.

How to Register

Please note, we cannot accept forms sent by post or by email.

All visitors must register before Annual Conference using the following link:
www.britishlegion.org.uk/membership/annual-conference.

Travel Costs

We partially reimburse travel costs for Branch Delegates. We will be reviewing the criteria for reimbursements in March 2023. Please see the table below as a guide.

Band	Distance between home address and conference venue	Percentage of travel costs reimbursement	Reimbursement amount
A	0-20 miles	N/A	£0
B	21-90 miles	N/A	£30
C	91-160 miles	N/A	£50
D	161-230 miles	N/A	£70
E	231-300 miles	N/A	£90
F	>300 miles	N/A	£110
G (non-mainland UK, Europe)	N/A	50%	Up to £200
H (non-mainland UK, not Europe)	N/A	50%	Up to £350

All Branch Delegates that fall in bands G and H will need to submit an expenses form and their receipts to the Membership Conference Coordinator (see contact details on page 3).

County Delegates must be reimbursed from their County Funds.

Please note, Branch Delegates must be scanned into the Main Conference session to qualify for reimbursement.

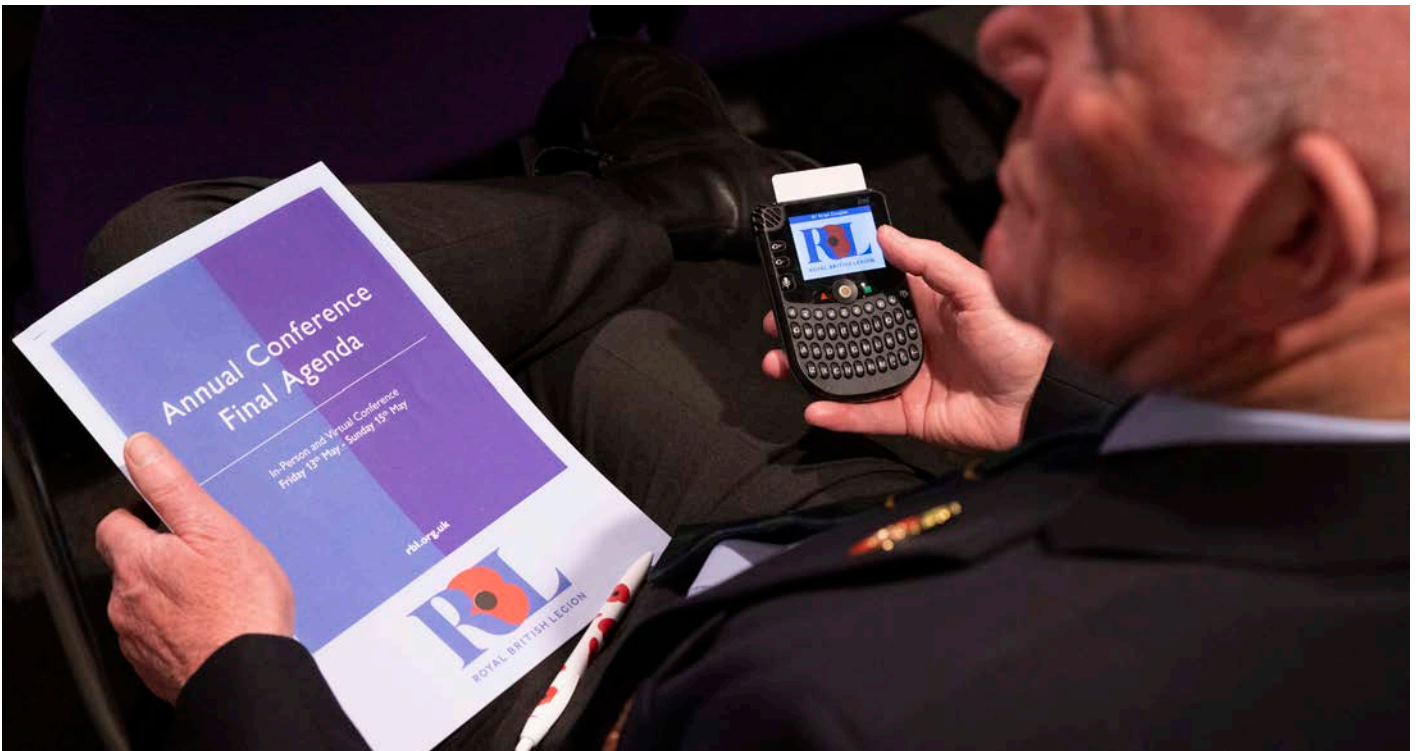
The Jim Prince Small Branch Fund

The Jim Prince fund was established to assist in sending a delegate from a small branch to Annual Conference who otherwise could not afford it. In order to be eligible, the branch must:

- have less than 100 members and;
- have general funds amounting to less than £1,500 and;
- be compliant

Applying for assistance from the Jim Prince Fund

Branches have to formally apply for the Jim Prince Fund by contacting the Membership Conference Coordinator (see contact details on page 3). The application must be submitted by email along with the delegate registration for the branch, and specify that the branch meets the criteria listed above. Applications must be received by Friday 10th February 2023.



Main Session

The Standing Orders for Annual Conference and Terms of Reference for the Conference Committee will be available on the RBL website, MAP and from your MSO. The Standing Orders for Annual Conference will also be in your delegate pack. Please read them carefully and make your branch members aware of how they can submit charter motions, motions, nominations for place of Conference 2027 and nominations for the National Conference Committee.

Charter Motions and Motions

All motions must be accompanied by a certificate and have the following sections:

MOTION TEXT – REASON FOR IT – EFFECT IF PASSED – MAIN ARGUMENT IN FAVOUR OF THE MOTION

Further guidance is available on MAP and from your MSO.

Place of Conference Nominations

Your branch can also suggest where the Annual Conference could be held in 2027. You may wish to research a possible venue and submit your idea on a relevant nomination form to the County/District Conference. If passed, the nominations will go to the Annual Conference for voting.

Agendas

Provisional Agenda	Contains all accepted motions. To be published in March 2023 .
Final Agenda	Contains all accepted motions and anticipated order of events. To be published at the beginning of May 2023 .



Deadlines

Forms/Applications	Dates	Times
Certificate for Motions	Friday 10th February 2023	5pm
Nomination for Place of Conference 2027	Friday 10th February 2023	5pm
Nomination for the National Conference Committee	Friday 10th February 2023	5pm
Annual Membership Awards	Friday 3rd February 2023	5pm
Jim Prince Fund	Friday 10th February 2023	5pm
Amendments to Motions	Friday 7th April 2023	5pm
Registering as a Branch Delegate, County Delegate or Visitor	Friday 7th April 2023	5pm

Venue

Riviera International Centre Chestnut Avenue, Torquay, South Devon TQ2 5LZ



The Riviera International Centre is a large conference and leisure centre venue hosting a range of high profile events located by Torquay's seafront.

Travel

Full details about travelling to the Riviera International Centre by road, train, bus and air can be found here: <https://www.rivieracentre.co.uk/location>

Parking

Full details about parking near the Riviera International Centre can be found here: <https://www.rivieracentre.co.uk/parking>

Accessibility

Delegates and visitors who require disabled access and are bringing a carer must specify this in their application form so we can make Conference as comfortable as possible for all parties. Please note that there will be allocated seating for the attendee and one carer only.

Accessible parking can be arranged near the main entrance and in the vicinity of the venue. Please request this in your application form or email the Annual Conference mailbox.

There are hearing loops available at the venue.

The latest venue and accessibility information can be found here: <https://www.rivieracentre.co.uk/accessibility>. The information may change between now and the Annual Conference.

