



NARPO HOUSE
38 Bond St,
Wakefield,
West Yorkshire,
WF1 2QP
Tel: 01924 362166
Email: hq@narpo.org

BRANCH CIRCULAR 08/24

To: All Branch Secretaries
NEC Members

March 2024

Dear Colleague,

NARPO BRANCH OFFICERS COURSE

We will be holding another Branch Officers course this is for Secretary / Deputy Secretary / Chairman / Vice Chairman / Treasurer / Deputy Treasurer. The course will be held on the 15th / 16th October 2024 and will be held at **the Holiday Inn Barnsley, Dodworth Road, Barnsley, S75 3JT.**

It is intended that the topics of discussion will be centred on:

- Branch Officials roles and Responsibilities
- NARPO HQ Office functions
- NARPO Rules
- NARPO website
- Pensions

The proposed timetable for the courses will be as below:

Tuesday 15th October	12.30pm	Lunch at the Hotel
	1.50pm	Course Starts
		Tea/Coffee Break
	5.30pm	Close of first part of course
	7.30pm	Dinner in the Hotel
		Single room accommodation with Breakfast
Wednesday 16th October	9am	Course Reconvenes
		Tea/Coffee Break
	12.30pm	Finish Course and Lunch

If you would like to send any attendees that have not attended a course within the last 3 years, I would be pleased if you could complete the attached pro-forma. The course is aimed at current Branch Officers and their Deputies who are looking to become Branch Officers in the near future. Branch Officers include the Chairman, Vice Chairman, Secretary and Treasurer (as per rule 7.3) of local NARPO Branches.



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Travel expenses, one night single room accommodation is available with breakfast, all meals, and will be paid for from HQ central funds. Please note, accommodation will be allocated on a first come, first served basis, as bedroom numbers are limited.

If you do not wish to attend the course please forward a nil reply. **The final date to reply will be 15th June**

Further details will follow once all responses have been processed.

Yours sincerely,

Alan Lees
Chief Executive Officer



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NARPO BRANCH OFFICERS COURSE

BRANCH NO
BRANCH NAME

Please include the name of person attending. Please write in **BLOCK LETTERS**.

NAME:	
Position:	
Telephone No.	
Email	

NAME:	
Position:	
Telephone No.	
Email	

PLEASE COMPLETE AND FORWARD THIS FORM BY 15th June

**RETURN TO: NARPO BRANCH OFFICERS COURSE, NARPO HOUSE, 38, BOND STREET, WAKEFIELD.
WF1 2QP Or trainingadmin@narpo.org**