



Constitution of the Association of Tree Officers (ATO)

APPENDICES

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Appendix A: Membership costs

As of April 1st 2020, Subscription rates of ATO are as follows:

Membership costs.

| Membership Level | Cost per Annum |
|-------------------------|-----------------------|
| Local Authority | £205 |
| Individual | £25 |
| | |

Subscription rates may vary from year to year. Please speak to the National Co-ordinator for more details.

- Unless Directors agree otherwise you must have a .gov.uk email address
- Tree officers include officers dealing with woodland and planning.
- For a retired tree officer to apply please send a CV showing how long you have worked in Local Government as a Tree Officer.

Appendix B: Benefits of Membership

As of April 1st 2020, the benefits of ATO Membership can be summarised as follows:

Local Authority membership benefits

1. Representation and influence for tree officers in the arboricultural sector and other related sectors
2. ATO can act as a conduit for local authority tree issues through representation to local & central government
3. Provision of an appropriate forum for tree officers to network, share ideas and experiences (only for LA members)
4. Access to the National Co-ordinator and ATO Directors for support and advice
5. Two conference call presentations per year from an invited speaker about a topic of relevance (only for LA members)
6. Regular email updates about relevant industry events, publications and items of interest
7. Support the work of regional tree officer groups
8. Being a part of a growing community of tree officers from all over the UK
9. Quarterly newsletter
10. Advertising job vacancies on the ATO website and via email (only for LA members)

Individual membership benefits

1. Representation and influence for tree officers in the arboricultural sector and other related sectors
2. ATO can act as a conduit for local authority tree issues through representation to local & central government
3. Access to the National Co-ordinator and ATO Directors for support and advice
4. Regular email updates about relevant industry events, publications and items of interest
5. Support the work of regional tree officer groups
6. Being a part of a growing community of tree officers from all over the UK
7. Quarterly newsletter

Appendix C: Benefits of Supporters

ATO relies on subscriptions from its members and income from supporters to operate and represent its members. Becoming an ATO supporter provides you with an opportunity to have your company logo on the ATO website, with a 500-word description of your company and its products, at an annual cost of £300 per annum. This opportunity will provide exposure for your company, and your support will assist ATO to represent tree officers when dealing with matters concerning central government and regional local authorities.

One of the benefits of becoming an ATO supporter is direct access to sponsorship opportunities as and when they arise. Being an ATO sponsor will provide your company with additional targeted exposure.

Appendix D: Finance and Host Authority details

Host Authority

- The Host Authority is responsible for providing office space for ATO and line management for the National Co-ordinator. It will employ the National Co-ordinator directly as a member of staff. Performance of the National Co-ordinator is to be appraised on an annual basis by the Host Authority. Input to objective setting and appraisal will be provided by the Directors.
- The Host Authority will also provide ATO with a Treasurer, who will ordinarily be the Arboricultural Manager of the Host Authority. If this is not possible then an alternative Treasurer will be nominated by the Directors, with the approval of the Host Authority.
- As of October 1st 2018 the Host Authority of the ATO is the London Borough of Camden.

Finances

- ATO spending will be agreed by the Treasurer and the National Co-ordinator. Any expenditure exceeding £300 will require agreement from the Directors.

Expenses

- On occasion it may be deemed appropriate for ATO to cover some or all of the costs of attendance at meetings and third party events by Directors, and or Associate Directors; this might include travel, accommodation or registration fees.
- Anyone seeking expenses should apply in writing to the National Co-ordinator explaining the nature of the expense involved, the value of the claim and a brief explanation about why the request should be considered.
- Requests for expenses will be reviewed by the Directors and based on of a Directors Vote. Decisions will be made on the basis of value for money, benefit to ATO membership and benefit to the organisation as a whole.

Appendix E: Code of Conduct.

As of October 1st 2018 the ATO Code of Conduct for all Members is as follows:

The ATO is a respected professional association, and its reputation is very important. Members of all membership levels are expected to:

- Maintain the highest standards of professional endeavour, integrity, confidentiality, financial propriety and personal conduct;
- Deal honestly and fairly with everyone and treat others with respect;
- Work within the legal and regulatory frameworks affecting trees;
- Encourage professional training and development among members of the profession;
- Not engage in any practice or be seen to conduct themselves in any manner which could be considered as detrimental to the reputation of the ATO;
- Respect the truth and not disseminate false or misleading information;
- Be open and transparent;
- Respect and abide by this Code and the ATO constitution.

Appendix F: Governance and relationship between ATO and LTOA

- Monitor, revise and deliver the organisation's business plan, to be reviewed by the LTOA Executive Committee annually.
- Monitor the relevance of the 'aims' of ATO on an annual basis and recommend any changes to the LTOA Executive Committee.
- Monitor the relevance of ATO's constitution and recommend any changes to the LTOA Executive Committee. Minor changes to the constitution appendices as necessary for the efficient running of the organisation can be agreed by ATO Directors.
- Full financial ATO account reporting to the LTOA Executive Committee on an annual basis, generally in the month of May, in line with the host authority's reconciliation of the previous year's accounts.
- Nominate new Directors as required and refer to the LTOA Executive Committee for agreement.
- ATO Directors have authority to authorise expenditure to the sum of £1,000, without referral to the LTOA Executive Committee, based on a Director's majority vote.
- Directors are authorised to increase subscriptions in line with inflation, as determined by the host authority. Subscription increases over and above annual inflation to be referred to LTOA Executive Committee for agreement.
- Record and maintain the minutes of Director's meeting, (to be made available to the LTOA Executive Committee on request).
- Ensure there is an underlying agreement with ATO and LTOA on national consultation responses.
- In the event of a tied Directors vote, the final decision will go to the LTOA Executive Committee.