

## **Guidelines for the IBF Leadership conferences and the Task Force**

*These Guidelines were agreed at the Council Meeting in Sofia on 9<sup>th</sup> June 2012*

The IBF Leadership conferences are joint ventures between the IBF and the local organising society.

The conferences are scheduled to be held every two years; the decision is taken by the IBF Council.

*The Task Force (TF) on Balint Leadership training and development conference*

The TF prepares the structure and the content of the conference. It consists of

- A maximum of five members appointed by the IBF Board and Council, preferably from five different member societies
- A representative of the previous hosting national Balint society
- A representative of the upcoming hosting national Balint society

The TF is headed by one of its members who will function as a co-ordinator/ »chair-person ». A slow circulation of TF members is desirable and so is continuity and diversity.

The TF will organise meetings to prepare for the Leadership conferences. They could take place in connection with Council meetings and IBF Congresses but the TF is free of course to meet at its own convenience.

*The hosting national Balint society*

The task of the local organiser is:

- to appoint a member who will be part of the TF work
- to submit a budget to the IBF Board for approval
- to provide the infrastructure of the conference

*Continuing education credit certificates*

for attendees are signed on behalf of the IBF by the co-coordinator of the Task Force and on behalf of the hosting national Society by its representative on the Task Force or its President.

*The role of the IBF Board is to:*

- exchange ideas, provide support, give advice to the TF and the local organisers.
- approve the conference budget and make the financial agreement with the local organisers
- appoint the TF members and decide on the budget for the meetings of the TF

### Finances

*The Leadership conference*

The local organiser and the IBF Board will agree on a strict and realistic budget. It will be based on a zero result at an expected normal attendance level. The « break-even » point and the level of attendance for cancelling the conference will be based on a mutual agreement.

If the number of participants is too low, the IBF will cover losses completely in accordance with the agreed budget. If the number is exceeded and there will be a gain, it will be divided 50-50 between the local organising society and the IBF.

The accountancy of the conference will be summed up by the local organisers and the IBF Board jointly and checked by the IBF accountancy revisors.

*Conditions for Task Force members*

The IBF will reimburse costs covering a maximum of three preparatory meetings between the conferences including the one at the conference itself. The General Assembly Philadelphia, September 10, 2011, decision and guidelines apply:

**“Board members** will receive the actual cost of travel to and from the meetings. When they are required to stay an extra night, or one night of a ‘standalone’ meeting, the cost of that night’s accommodation only will be reimbursed by the IBF. For **IBF leadership conference TF and Wonca TF, and Representatives at other International meetings** the same principle will apply.”

The TF members will pay the regular participation fee for the conference. Only a maximum of two local organisers will be exempted.