

**interact**

# **Interact Handbook**

Guidance for Branches and Chairs

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# About Interact

Established in Nottingham in 1977, we provide a forum for like-minded, senior property professionals to share knowledge, ideas, and opportunities. At our heart is making connections and establishing valuable relationships across the industry.

We have a National Committee which oversees and supports the functioning of individual branches nationwide. The expansion of the branch network offers members a sought-after **'local focus with a national opportunity'**

Each branch has its own Chair. Members at each branch are a mixture of senior roles within the construction and property industries, such as clients, contractors, developers, architects, engineers, and planning consultants.

# President's Welcome



As a not-for-profit networking organisation, we have been promoting interaction in the property and construction industry for over forty years.

Face-to-face networking has been difficult lately, and we have all missed the opportunity to build relationships in person. As National President, my mission is to rejuvenate the natural, organic growth of Interact as a valuable tool for connecting people. Regular meetings and communication between our dedicated national committee and the regional

branch chairs will revive activity across all branches.

Building on our current membership of over four hundred professionals across the UK, I will facilitate the creation of new branches in key regions to promote wider membership and accessibility. I am actively encouraging regional social and fundraising activities amongst neighbouring branches to develop strong interpersonal connections.

To find out more, or enquire about membership applications, please contact your local branch chair.

**Erol Erturan, National President (2022-2024)**

# National Committee



**Erol Erturan**

National President

Branch:  
Bradford

Company:  
Adept Consulting Engineers

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**Graham Place**

National Vice-President

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**Gina Oliver**

National Secretary

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**Sarah Mason**

National Committee Member

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Kier

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**Steve Oliver**

National Committee Member

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**Robert Jones**

National Committee Member

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Leicester

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**Phil Cooper**

National Committee Member

Branch:  
Derby

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**Colin Brown**

National Committee Member

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Company:  
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**Max Ward**

National Committee Member

Branch:  
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**Nansi Rosenberg**

National Committee Member

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**Pauline Lake**

National Committee Member

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**Chris Birch**

National Committee Member

Branch:  
Manchester South

Company:  
Hilson Moran

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**Simon Parker**

National Committee Member

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Leeds

Company:  
Seven Architecture

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simon.parker@sevenarchitecture.co.uk

# Interact Branches

- |                       |                   |                           |
|-----------------------|-------------------|---------------------------|
| 1. <i>Ashford*</i>    | 10. Essex         | 19. Manchester South      |
| 2. Bath               | 11. Hertfordshire | 20. Manchester            |
| 3. <i>Birmingham*</i> | 12. Ipswich       | 21. <i>Newcastle*</i>     |
| 4. Bradford           | 13. Leeds         | 22. Northampton           |
| 5. <i>Bristol*</i>    | 14. Leicester     | 23. Norwich               |
| 6. Bury St Edmunds    | 15. Lincoln       | 24. Nottingham            |
| 7. Cambridge          | 16. Liverpool     | 25. Sheffield             |
| 8. Derby              | 17. London First  | 26. <i>Thames Valley*</i> |
| 9. Edinburgh          | 18. Future London | 27. Humberside            |
|                       |                   | 28. Harrogate             |

\*branch temporarily inactive



# Branch Chairs

Name	Branch	Company	Email
<i>Vacant</i>	<i>Ashford*</i>		
Mark Saint	Bath	MEA Consulting	mark@meaconsult.co.uk
<i>Vacant</i>	<i>Birmingham*</i>		
Erol Erturan	Bradford	Adept Consulting Engineers Ltd	erol.erturan@adeptsce.com
<i>Vacant</i>	<i>Bristol*</i>		
Sarah Mason	Bury St Edmunds	Kier	sarah.mason1@kier.co.uk
Stefan Harris-Wright	Cambridge	Birketts LLP	stefan-harris-wright@birketts.co.uk
Karen Hargrave	Derby	KH Legal	karen.hargrave@kh-legal.com
Rod Duncan	Edinburgh	J M Architects	rod.duncan@jmarchitects.net
Andrew Harper-Rowe	Essex	Morgan Sindall	andy.harper-rowe@morgansindall.com
Julie Steward	Harrogate	Kier Construction	julie.steward1@kier.co.uk
Mark Tomlinson	Hertfordshire	Kier Construction	mark.tomlinson@kier.co.uk
David Hewitt	Humberside	Hewitt Associates	davidhewitt@hewittassocs.com
Andrew Fleming	Ipswich	Breheny	a.fleming@breheny.co.uk
Nansi Rosenberg	Leeds	Prospect Archaeology	nansi@prospectarc.com
Robert Jones	Leicester	Danaher & Walsh	robert.jones@danaherandwalsh.co.uk
Dan Collins	Lincoln	Polkey Collins	daniel@polkeycollins.co.uk
David Sharp	Liverpool	Actua	david.sharp@actuabc.co.uk
Ron Coll	London First	Coll Associates	r.coll@collassociates.co.uk
Lettice Swan	Future London	MDA Consulting Ltd	lswan@mdaconsulting.co.uk
Chris Munro	Manchester South	Bell Munro Consulting Ltd	cmunro@bellmunro.co.uk
Eddie Bredenmann	Manchester	PP O'Connor Group	eddie.bredenmann@ppoconnor.co.uk
<i>Vacant</i>	<i>Newcastle*</i>		
Richard Draper	Northampton	Haddon Vale	r.draper@haddonvale.co.uk
Julian Wells	Norwich	FW Properties Ltd	julian@fw-properties.com
Jo Hardwicke	Nottingham	EDGE PS	joanne.hardwicke@edgeps.co.uk
Pauline Lake	Sheffield	Race Cottam Associates Ltd	plake@racecottam.com
Mark Carr	Staffordshire	Hewitt & Carr Architects	mark.carr@hcarchitects.co.uk
<i>Vacant</i>	<i>Thames Valley*</i>		

\*branch temporarily inactive

# Branch Roles and Responsibilities

## Chair

To ensure continuity and succession, the Chair should appoint a Vice Chair at the beginning of their term. The Chair may have two years in the role before the Vice Chair takes over, however, some branches have Chairs acting for longer periods.

The Chair's main duties are:

### Selecting members

We recommend having a good balance of members from a range of disciplines. Membership is by invitation only and a waiting list promotes exclusivity. Ideally, there should be no more than two members of a single discipline or profession in one branch, although representation from across the industry is essential to achieve the object of Interact. There should also be no more than five members from any one company nationally. If a company merger may increase this, the affected Chairs should bring this to the attention of the National President.

### Collecting membership fees (subs)

The Branch Chair must arrange transfer of members' subscription payments by 30th June each year. Failure to comply may result in the loss of branch membership.

### Organising and hosting branch events

This includes facilitating payments for events – see Branch Events section.

### Organising and hosting branch meetings

We recommend a minimum of eight and a maximum of thirty members per branch as, with guests included, this facilitates effective networking at meetings. Too large a group could limit available venues and the number of events a branch can hold.

### Attending the National AGM

Branch Chairs are invited and encouraged to attend the National AGM to be an MS Teams meeting, typically held every April. Each Branch Chair should submit a brief report to the National AGM that states current membership, meetings, and any issues or relevant positive news.

### Maintaining membership details for members on the website

In the event of a member struggling to regularly attend meetings, the Branch Chair should approach the member to establish whether they wish to continue.

## Vice Chair

The Vice Chair assists the Chair in the running of the branch and provides support at branch events in the absence of the Chair. Typically, the Vice Chair serves for two years and takes the role of Chair after the AGM.

## Treasurer

We recommend the Branch Chair appoints someone to help with the financial administration duties, such as managing the subs payments.

## Administrator

This role is usually the Chair's PA, or someone from their company, who assists the Chair with managing the branch. They will support with:

- Liaising with members regarding events and membership
- Organising the collection of subs if there is no Branch Treasurer.
- Booking events/venues and collecting food requirements pre-order
- Printing materials for events, e.g., place cards or event brochures

## Member

We expect members to bring a guest when attending a branch meeting, as meeting new people is the essence of the forum. A guest should be linked to construction or property, be someone who can offer expertise, and be active in the geographical area of the branch. A member should provide details of his or her guest to the Branch Chair or Administrator beforehand.

Membership belongs to the individual, not his or her business. When a member leaves a branch, the selection of their replacement rests with the Branch Chair. The departing member does not nominate their successor, nor can his or her business replace them with another representative. If an active member moves to a new area, he or she can advise the chair of their new local branch who will decide if there is a position available.

Individual members are responsible for providing up-to-date personal details to their Branch Chair, and they must inform the Chair of any changes. The Branch Chair is responsible for updating the National Secretary, who enters and maintains up-to-date member details on the website. This includes each member's name, company, and role within his or her business. Each member must provide the Chair with a cover photo and summary paragraph about his or herself.

On retirement, membership of Interact will automatically terminate, unless that member has served as a chair of their branch and can be voted-in as an honorary member.

## Information

Guidelines for Chairs and Members can also be viewed on our website: <https://interactgroup.co.uk/guidelines-for-chairs-members/>

# National Membership Subs

Each member annually pays interact National subs. In 2022 we updated the fee to £80.00 per annum, starting in January 2023.

Every January, the National Secretary issues an invoice for payment to all members. Each Branch Chair is then responsible for collecting the subs from their members to transfer to the national account. Each Chair should let the National Secretary know their membership numbers on or before 30th April, so an invoice for their total subscriptions can be raised.

Some branches charge a higher annual fee than the National subs. The remaining balance is used as an additional admin fee, or as a donation to charity, at the Branch Chair's discretion.

Events are an additional cost to the subs. We recommend collecting all the subs fees at the same time as the payments for the first event.

Each branch oversees their own finances, so we encourage the use of a branch bank account.



# Branch Events

Branch members meet regularly throughout the year to provide opportunities to make introductions, build friendships, and share knowledge, opportunities and industry insight.

Typically, each Branch Chair is responsible for organising the events for their branch, however this can be delegated. The Chair invites all members and encourages them to bring a guest.

A typical Interact event is a quarterly lunch, where the Chair will start by giving a general introduction. Prior to dining, each member introduces themselves and their guest to the party.

Branches can also choose to organise other social events.

Some regional branches meet more frequently, and some also hold members-only events throughout the year without guests.

Each Branch Chair, or the Branch Treasurer if appointed, is responsible for collecting event payments from members and paying for the venue and catering.

# National Events

Interact National organise events to bring together members across the branches, including:

- House of Commons Luncheon
- AGM
- MIPIM
- National Luncheon with Rising Star Awards
- President's Lunch
- Regional events

# Interact Rising Star Award

The Interact Rising Star Award is organised by the Interact National Committee to celebrate talent in the industry. It offers young people a platform to promote their skills and provides Interact members with an opportunity to give something back to those in the early stages of their career.

Three shortlisted candidates are invited as guests to the annual Interact National Luncheon in Autumn, where Interact's National President presents prizes. The overall winner takes home the coveted Rising Star Trophy, while each short-listed candidate wins a monetary prize.

## Eligibility

- Candidates must be nominated by a current member of Interact
- Candidates must be actively engaged in the construction or property profession, and be aged thirty-five or under on the 1st of January in the year of entry
- Candidates must be able to clearly demonstrate an outstanding contribution to their profession or trade, through expertise, innovation, or consideration of others.

## Submission Requirements

The Rising Star Award is free to enter. Candidates wishing to be considered for the award should provide the following:

- A completed Entry Form
- A Written Statement of no more than 500 words, explaining why they fit the award criteria and why they deserve to win.

The written statement should be provided in either Word or PDF format and may be supported by imagery and/or case studies where relevant.

Submissions should be e-mailed to the National Secretary by the closing date, email: [gina.oliver@interactgroup.co.uk](mailto:gina.oliver@interactgroup.co.uk). Entries failing to meet the criteria, or not submitted in the specified format, may not be considered.

# Contact us

Phone: International National Secretary on 07711 916103

Email: [gina.oliver@interactgroup.co.uk](mailto:gina.oliver@interactgroup.co.uk)

Website: [www.interactgroup.co.uk](http://www.interactgroup.co.uk)

LinkedIn: [www.linkedin.com/company/interact-national/](http://www.linkedin.com/company/interact-national/)

Instagram: [@interact.group](https://www.instagram.com/interact.group)

Twitter: [@InteractGrpNat](https://twitter.com/InteractGrpNat)

