

GSHPA

Secretariat Functions

Attending meetings and promoting the GSHPA and Ground Source Installation industry

Organise GSHPA Council meetings

Meetings are arranged 4 times a year: prepare agenda, minutes of last meeting, assemble reports from sub-committees circulate a week before meeting. Issue minutes within a week of meeting to record decisions and actions.

Much of the detailed work is carried out by the sub-committees.

Policy Development Committee

The PDC has responsibility for lobbying government to improve the commercial background for the ground source industry. Responding to BEIS consultations. Engaging with opinion formers.

Marketing and Communications Committee

The MCC is responsible for communicating the merits of using ground source energy to related trades and to end users – both domestic and commercial.

Ground Source is promoted through running conferences and events organised by the GSHPA and others. This is promoted through the GSHPA website, through publishing articles in journals and through speaking at seminars and exhibitions. Conferences are a means of promoting the industry, the GSHPA's members' interests and earning income for the GSHPA – either through attendance fees or sponsorship.

Website

The website requires frequent updating for GSHPA initiatives and for any news relevant to the ground source industry like changes in RHI tariffs or potential changes to VAT rates. Website needs to reflect support for Technical Committee (eg new Standards) and Lobbying (Press releases). New website content. Search engine optimisation.

Training & Standards Committee

The TSC promotes high standards by encouraging quality education and training, and by publishing Standards to help designers and installers of ground source systems, architects and engineers specifying ground source systems.

The GSHP Standards published by the GSHPA increase the authority with which the GSHPA can speak for the installation industry.

Organise the AGM

The Annual General Meeting normally precedes the GSHP Summer Conference. This requires notices to be sent in advance, alerting members of their right to stand for Council etc. The secretariat needs to check that the GSHPA is acting within its constitution.

Membership Sales

The GSHPA encourages new members to join so that the GSHPA can speak with authority for a larger community. Additional members provide subscription income to enable the GSHPA to achieve its goals.

Members are drawn from:

- Installers of commercial gshp systems
- Installers of domestic gshp systems
- Consultants on ground source energy
- Providers of drilling services
- Suppliers of heat pumps
- Suppliers of equipment to gshp installers
- Suppliers of training and other services to gshp installers

Membership sales need to be sourced and encouraged. Sales need to be managed and processed: set subscriptions, issue invoices, collect subscriptions, update list of members on the website. Issue annual certificates to members. Maintain database of Council members, members in all categories, potential members, BEIS contacts, journalists etc.

Finance

Support the Treasurer in fulfilling finance functions including:

- Keeping cash records
- Bank reconciliations
- Vat accounting and quarterly returns to HMRC
- P&L budgeting
- P&L Accounts and Balance Sheets. Reporting to Council and members.
- Filing Annual Accounts at Companies House
- Annual Returns at Companies House
- Tax returns to HMRC

Responding to incoming mail

As well as providing support for all of these GSHPA functions, the secretariat answers incoming calls and emails, including emails originating from the website. This is an opportunity to raise the profile of the GSHPA, to attract new members, and to lobby for ground source energy.

Edward Thompson
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