

For branch officers and national support group committee members

Welcome to the June edition of Teamspirit.

Contents

Page 2	Branch and national support group donations
Page 4	News and events
Page 11	Support
Page 13	Fundraising
Page 16	Finance
Page 19	For England
Page 22	For Northern Ireland
Page 24	For Scotland
Page 27	For Wales
Page 28	Classifieds
Page 29	Treasurers' Forum preferences form
Back page	Directory

Don't forget – the information in the first five sections is for **everyone**, wherever you are in the UK.

Get in touch

We're always keen to hear your feedback so if you have any comments, suggestions or ideas email teamspirit@mssociety.org.uk, phone 020 8438 0825 or write to Teamspirit, MS Society, 372 Edgware Road, London NW2 6ND.

If you're a newsletter editor email teamspirit@mssociety.org.uk to receive a version of Teamspirit that you can copy and paste into your branch or regional newsletter.

Branch donations

Branch Name	Earmarked Description	Earmarked	Research	General
Asian MS	Amiloride Clinical Trial in Optic Neuritis (grant 952)	£500.00		
Asian MS	Phenytoin clinical trial (grant 948)	£500.00		
Bridgend & District			£3,000.00	
Campbeltown & District	Edinburgh Centre for Translational Research Grant	£4,000.00		
Castlederg			£3,000.00	
Derby				£500.00
Dereham & District	Cambridge Myelin Repair 2011-2015	£1,500.00	£1,500.00	
East Hertfordshire & West Essex	Cambridge Myelin Repair 2011-2015	£10,000.00		
Gosport & Fareham	Amiloride Clinical Trial in Optic Neuritis (grant 952)	£535.00		
Henley On Thames & District			£2,500.00	
Isle of Man Branch	Cambridge Myelin Repair 2011-2015	£2,500.00	£2,500.00	
Kettering & District	Stem Cell Research	£2,500.00		
Omagh			£1,000.00	
Settle, Bentham & District			£1,000.00	
Shrewsbury & District	Cambridge Myelin Repair 2011-2015	£10,000.00		
Skegness & District	MS Nurses	£300.00		
Tameside Glossop & District	Cambridge Myelin Repair 2011-2015	£1,000.00	£1,450.00	

Branch donations

Branch Name	Earmarked Description	Earmarked	Research	General
Uckfield Heathfield & Lewes			£4,000.00	
Scarborough & District			£5,009.42	
Worthing & District			£2,500.00	
Wrexham & District			£2,000.00	
Total		£33,335.00	£29,459.42	£500.00

These are donations recorded 15 March to 13 May 2013.

Branch donation clarification

In the last edition of Teamspirit we stated that the Scunthorpe & District Branch had earmarked £5,000 to the Cambridge & District Branch. This was an error, which should have read that the amount was earmarked for the Cambridge Myelin Repair 2011-2015. We apologise for any confusion caused.

News and events

MS Society appoints new CEO

The MS Society is delighted to announce that Michelle Mitchell has been appointed as the MS Society's new Chief Executive from September.

Michelle joins us from Age UK, where she is the Charity Director General.

Michelle has a successful track record as a leader and brings with her extensive experience in public affairs, strategy development and research. She has led pioneering, high profile campaigns and driven policy change in a number of critical areas, including social care funding. Michelle was also part of the team that led the merger of Age Concern and Help the Aged and launched Age UK.

On her appointment, Michelle said: "I am delighted to be joining an excellent team at the MS Society. I believe the charity's inspirational work, from world-class research to practical information and support, is fundamental to improving the lives of people with multiple sclerosis."

Michelle previously worked for NSPCC and in Parliament and is currently a Trustee of Platform51 and the British Gas Energy Trust.

Chief Executive's post-Board report

Here are the key aspects from the work of the MS Society's Board of Trustees following its meeting on 23 May 2013. This meeting took place at the MS National

Centre in London and the full Board papers are available on the MS Society's website at <http://www.mssociety.org.uk/ms-resources/board-papers-may-2013-agenda>.

Regular reports

Key features in the Chief Executive's update to the Board and latest management accounts were:

- MS Week was extremely successful, with five reports being launched highlighting the lottery of treatment and care facing people affected by MS throughout the UK
- The research event, MS Frontiers, was held on 9 and 10 May where researchers, clinicians and health professionals presented their work, debated issues and shared ideas
- The financial health of the MS Society was reported to be generally good, with a lower than budgeted deficit reported for the year to date

AGM 2013

The Board approved the format and programme for the Annual General Meeting 2013, which will take place on 21 September 2013 at the Royal College of Obstetrics and Gynaecology in London.

Next Board meeting

The next meeting of the Board will be held at MS National Centre on Thursday 11 July 2013. If you would like to attend as an observer please contact Rebecca Hawkins, Governance Officer, at governance@mssociety.org.uk or 0208 438 0700.

News and events

The key issues for discussion at this meeting are likely to include:

- Updates from Committees of the Board
- Update on 60th anniversary events.

If you have any comments or questions please contact me at pgordon@mssociety.org.uk or write to me at MS National Centre, 372 Edgware Road, London NW2 6ND.

Patricia Gordon
Acting Chief Executive

MS Week wrap up

This year's MS Week took place between 29 April and 5 May. We'd like to extend a huge thank you to everyone who helped to make it one of our most successful campaigns to date.

The strapline "stop the MS lottery" focused on the release of our report "A Lottery of Treatment and Care – MS Services Across the UK" and achieved significant traction across the UK, both in the media and online.

Media coverage

Excellent media coverage in MS Week included BBC Breakfast, ITV News, BBC News Online, Guardian, Daily Telegraph, Independent, Huffington Post, as well as mentions on BBC Radio 5 and BBC Radio 2. Dozens of regional newspapers ran lengthy articles, and almost half of all BBC local radio stations in the UK interviewed one of our spokespeople.

Online campaign

The online campaign at www.mssociety.org.uk/mslottery got off to a flying start with a high amount of engagement from the community. Almost 7,000 people have added their name to the campaign so far, with over 80 per cent sending a letter to the health minister in their country.

Almost 1,400 people tweeted or retweeted about the campaign – including celebrities Chris Hoy, Scott Mills, Sally Gunnell, the Macabees, Alex Deakin, Russell Tovey and Beccy Huxtable.

Parliamentary receptions

Parliamentary receptions in all four nations were also a great success, with several ministers in attendance as well as numerous politicians and a few high profile supporters.

Thank you to everyone who got involved in the campaign by signing the petition and sharing it on social media – we couldn't have done it without you. Of course, MS Week is just the start for campaigning the 'postcode lottery' and in the months to come we'll continue to push for progress against the recommendations contained in our reports.

For England's MS Week highlights
see page 20

For Northern Ireland's MS Week highlights
see page 22

For Scotland's MS Week highlights
see page 24

For Wales' MS Week highlights
see page 27

News and events

Our volunteer survey results

In January we sent out a survey to over 4,000 of our volunteers. We had a fantastic response with 1,436 volunteers returning the survey (35% of all surveys sent out) and we heard from volunteers in every part of the UK, the Channel Islands and the Isle of Man.

The results of the survey have now been analysed and we have outlined some of the findings below.

From those who responded to the survey, a typical MS Society volunteer could be described as a person who has MS, or is affected by MS, is likely to be female (66% of respondents), aged over fifty (76% are aged between 50 and 79) and is ethnically White British. They have been volunteering with the Society for less than 5 years (37% between 1-5 years and 11% less than a year). They are most likely to volunteer a few times a month (33% more than once a week, 31% several times a month) and prefer to communicate by email.

Other key learnings are:

- 52% strongly agree with the statement “overall my experience as a volunteer at the MS Society has been positive.” This rises to 81% if we also include those who slightly agree.
- 69% of volunteers agree that the role is recognition enough. However, they still wish to be recognised in other ways such as long service certificates, informal events or a personal note of thanks.

- 62% of volunteers state they have received some form of training and most frequently name “MS Support” and the “treasurer’s training.”
- 55% have received an induction and 30% strongly agree with the statement “my induction helped me understand where my role fits within the Society.”
- 53% of volunteers are very satisfied with their local branch/support groups; this then rises to 86% when you include those who are also quite satisfied.
- 68% of volunteers strongly or slightly agree with the statement “I feel volunteers are valued by the Society.”
- 65% of volunteers strongly agree with the statement “I plan to continue as a MS Society volunteer.”
- 55% of volunteers strongly agree with the statement “I’d recommend the MS Society to a friend as an organisation to volunteer for.”

We will be engaging staff and volunteers in the coming months to discuss the outcomes of the survey and the actions that need to be taken as a result.

More detailed information can also be found on our volunteer website at <http://volunteers.mssociety.org.uk/>

If you have any questions or comments please contact the volunteering team on 020 8438 0944 or email volunteering@mssociety.org.uk

News and events

A day to say 'Thank You'

On 3 June, the first day of Volunteers' Week, the MS Society took the opportunity to say thank you to some of our volunteers by sending personalised cards of thanks.

We value the involvement of our volunteers in all aspects of our work, and we know our achievements are only possible because of your inspiration, commitment and dedication. In previous years we have recognised our volunteers in a number of ways, but we have never thanked you on such a large scale or in a personalised manner.

Thank You Day tied in with our 60th anniversary celebrations and this year's Volunteers Week theme, which was "time to say thank you."

As we have so many dedicated and inspirational volunteers, we weren't able to send a card to every single one of you – even though we wanted to. So thank you to you all for your continued commitment and dedication – we couldn't do it without you!

You can watch our thank you video at: http://youtu.be/C_HQq9kPo5Q?hd=1

New volunteer website sections

You've told us that our volunteer website <http://volunteers.mssociety.org.uk> needs to be simple to use and have a positive focus. We're updating it section by section, starting with the resources that help you offer support to people affected by MS, including:

Providing quality information

<http://volunteers.mssociety.org.uk/giving-information>

This new section covers our publications, information points, organising information events, signposting to external organisations, benefits, MS "how to guide" and resources.

Supporting carers

<http://volunteers.mssociety.org.uk/supporting-carers>

This new section covers our publications, organising events focused on carers and families, financial support, short breaks, emotional support, accessing local carers services, national carers organisations, carers assessments and emergency planning.

Let us know what you think

Contact Danielle Walker at branchresources@mssociety.org.uk or on 020 8438 0911 with any comments or suggestions to improve the volunteer website.

News and events

Volunteer expenses checklist

We've created a new checklist for anyone who signs off volunteer expenses. This will help you to check over volunteer claim forms and reduce the number of forms that are queried or returned.

Please encourage all volunteers to claim expenses, because it shows the true cost of providing a volunteering service.

There are many people who can't afford to volunteer if it means they are out-of-pocket. It's important that all volunteers are encouraged to claim expenses, so a person doesn't feel embarrassed or out of place if they need to claim. We could lose out on many committed volunteers if people felt that they couldn't afford to volunteer with us.

If the volunteer is a UK taxpayer and they are happy not be reimbursed for expenses, they should still submit an expense claim form but then donate the amount back to the MS Society. The donation will then be eligible for Gift Aid.

For more information you can find the expenses guidelines, along with a copy of the checklist, on our volunteer website.

If you would like a paper copy please contact the volunteering team on 020 8438 0944 or email volunteering@mssociety.org.uk

Working Locally

In the last edition of Teamspirit we let you know we've begun a large scale project called 'Working Locally', which looks at what we do locally across the UK and what we need to do to ensure we're meeting the needs of all people affected by MS in the future.

This project is ongoing, and you can still get involved. We want your views about what we currently offer locally and what you feel the MS Society's volunteers, staff, branches and support groups across the UK should focus on, or seek to make available in the future for people affected by MS.

Please join us in this important discussion. There will be opportunities coming up across the UK to contribute your views, and we'll continue to provide regular updates in Teamspirit. For more information on 'Working Locally' please contact Stewart Long by emailing workinglocally@mssociety.org.uk.

Save the date: volunteer open day

We are delighted to announce that MS National Centre in London will be holding an Open Day on **Tuesday 5 November 2013** for all MS Society volunteers.

The open day is an opportunity for you to meet MS Society staff and other volunteers, ask questions and discuss the issues that affect you. This invitation is extended to all MS Society volunteers so please encourage

News and events

those in your branch or group who may be interested in attending. Volunteers who are new in post should find the day particularly useful. Further information about the day and how to book will be included in future editions of Teamspirit. In the meantime, if you have any questions please contact the volunteering team on 020 8438 0944 or email volunteering@mssociety.org.uk.

Travel expenses should be claimed from your branch or support group. If there are financial limitations, please contact the volunteering team. We look forward to seeing you on 5 November.

New editions from the MS Society

New editions of two of our core titles are now available to order from the online shop:

- **MS in the family: The man's guide to caring for someone with MS** (February 2013)
- **Balance and MS** (April 2013)

The title of the book for male carers has changed slightly – previously it was *MS Carers: The man's guide to caring for someone with MS*.

Please recycle all old editions of these booklets.

If you would like copies of these titles, visit our online shop at <http://shop.mssociety.org.uk>. If you need a login for bulk orders please contact the information team on

infoteam@mssociety.org.uk or call 020 8438 0799 (weekdays 9am - 4pm).

If you do not have internet access you can telephone the orderline on 0300 1000 801.

The new edition of ***What is MS?*** is now available and ready to order. We'll send a sample copy to all branches as soon as its printed and you can order extras as needed.

MS Society online shop

From early July you will see some changes to the categories of our online shop.

We are reducing the number of categories and making it more logical for you.

For example, the category previously called 'MS Essentials' will change to 'Key Publications'. It will still include all the Essentials, but will match the list on the website which we update every month.

Remember that you can always find resources by typing in either the code or any word from the title into the search box.

Over the coming two months we'll also be cleaning up the purchaser/authoriser accounts to reflect current committee members. Ex-committee members who still have access to make purchases or authorise orders will have their accounts downgraded to 'non purchaser' allowing them to still order free publications.

If you have any questions at all about the categories, account changes or the online shop in general please get in touch on shop@mssociety.org.uk or call 020 8438 0799.

News and events

Update on the risk management review

A big thank you to everyone who responded to the risk management survey in England last autumn. There were a number of really useful suggestions put forward.

Over the last few months the team have reviewed the recommendations and are now looking to implement many of them.

There were a number of suggestions to simplify the system including reducing the number of forms needed, especially in relation to events. This is now being done and the revised forms will be available in the next few months.

The other key recommendation was to bring the system online which would mean the need for less paper. The system would automatically take you to the specific forms you need for the activity you're assessing.

As this is a big piece of work we're in the process of recruiting someone specifically to develop this new system and we'll update you on our progress over the coming months.

Support

Thinking about a supported short break?

The Good Care Group, an award-winning care company, have developed a new home respite and holiday care service for people with MS, as a result of working with the MS Society.

The new service is available from 1 June and enables people with MS to access high quality live-in care services for short periods of respite care.

The Good Care Group's professional carers are receiving specialist training about MS from the MS Society. They have also been working with a specialist MS service provider to ensure their carers have a true understanding of MS in order to provide the very best support.

How it works

Following an assessment, clients purchase a period of one week of care. This can be taken in one go or can be split over two shorter periods (a minimum of three nights) over the following six months. The care can be delivered at home or away (ie. in accessible accommodation). Future periods of care can then be booked in minimum periods of three nights.

This specialist MS service is available as either:

- a live-in basis across England and Scotland
- a holiday service that enables you to take a carer with you wherever you go in the UK or overseas.

For more information or to discuss your specific needs contact

The Good Care Group on 08000 234 220, or enquiries@thegoodcaregroup.com or see their website at www.thegoodcaregroup.com/ms.

The MS Society's Short Breaks and Activities Fund can provide grants for the costs associated with short breaks and holidays with care. To find out more and to apply, call 020 8438 0700 and ask for a member of the grants team or email grants@mssociety.org.uk

Looking for accessible accommodation or places to visit?

The Open Britain website re-launched in March and now features a wealth of information on accessible places in Britain. Open Britain has been set up by the charity Tourism for All UK, which is dedicated to making tourism welcoming to all.

Whether it's accessible accommodation or places to visit, eat and shop, Open Britain makes the search easier by enabling visitors to search according to their specific accessibility needs. Simply tick the accessibility facilities required in the search box, and browse the options that can meet those needs.

Explore the new Open Britain website at www.openbritain.net

Support

End of partnership notification

The supported short breaks service, piloted in partnership with Carers Trust and local Crossroads Care schemes, ended on 31 March 2013. Please no longer signpost people with MS to this service as it is not currently available.

An evaluation of the service is now taking place. Unfortunately due to an ongoing internal re-organisation at Carers Trust we have not yet been able to complete the further discussions required to rollout this service. However discussions are ongoing, and if the service becomes available again we will notify branches and people affected by MS through the usual channels.

In the interim period, people with MS, carers and families may wish to take advantage of our new supported short breaks partnership with the Good Care Group detailed on page 11.

Fundraising

Gift Aid – clearing up confusion

The fundraising team would like to apologise for the lack of clarity in the Gift Aid advice offered in the last issue of Teamspirit. Thank you to our branches for providing useful feedback on it. Below is further clarification on the points raised:

Can branches claim Gift Aid on membership fees or donations?

Branches can claim Gift Aid on eligible membership fees or donations that are received by that branch. For all membership fees and donations received at National Centres, the National Centre will claim the Gift Aid. Please do not, therefore, claim Gift Aid on income passed to you by your National Centre.

Is sponsorship income eligible for Gift Aid?

Yes, however sponsorship income is only eligible for Gift Aid where you have a valid Gift Aid declaration made by the **individual sponsor**, not the fundraiser. Again, National Centres will claim Gift Aid on eligible sponsorship income received by the Centre. Therefore, please do not claim any Gift Aid on sponsorship income forwarded to you by your National Centre.

Can branches claim Gift Aid on collection boxes?

National Centres are asking branches **not** to claim under the new Gift Aid Small Donation Scheme (GASDS). Whilst it is possible for

the Society to claim Gift Aid on some small cash gifts made via collection boxes and the like, the value of gifts eligible to claim on is very limited and therefore it is not possible for all branches to claim under this scheme. MSNC will submit a central claim on behalf of the entire organisation.

Contact details for Gift Aid claims:

If you would like more information on making Gift Aid claims please contact Finance Support at financesupport@mssociety.org.uk or 020 7438 0700.

Cake Break – how much has your branch raised?

We've had over 2,800 registrations for Cake Break this year and have already raised nearly £70,000. This is an amazing start towards our £350,000 target, so thank you for all your help and support!

If your branch held a Cake Break please do share your stories and photos with us at cakebreak@mssociety.org.uk.

It's really important that you let us know when you bank Cake Break donations from your own event and from supporters. This information is vital for us to effectively evaluate the success of Cake Break and it will help reduce our administration costs.

You should have received a spreadsheet from your local area fundraiser to record all the Cake Break donations you bank.

Fundraising

It can also be found on the volunteer website <http://volunteers.mssociety.org.uk/cake-break-2013>. Please keep this spreadsheet up to date with as much information as possible and send it to cakebreak@mssociety.org.uk by the end of July. If your branch doesn't have a copy of the spreadsheet please call 0845 481 1577.

Thanks so much for your support with this year's Cake Break. We'll keep you updated about the amount we've raised. In the meantime, if you have any questions or feedback please give us a call on 0845 481 1577 or email cakebreak@mssociety.org.uk.

Running to beat MS

Each year approximately 2,500 people take part in running events in aid of the MS Society.

This autumn we have guaranteed charity places in the biggest running events in Europe. The atmosphere at these events is amazing, and MS Society runners often tell us what an amazing experience it is, to run alongside other MS Society supporters.

We are aiming for a team of approximately 350 MS Society supporters in the **Royal Parks Foundation Half Marathon** on 6 October in London – widely considered to be the world's most beautiful city run.

Later that month, on 27 October, we'll have a team pounding the seaside streets of Portsmouth in the **Great South Run**. We're also sending teams to take part in

the **Berlin Marathon** on 29 September and the **Dublin Marathon** on 28 October.

If you know any runners that would be interested in joining the MS Superstars team at any of these events then please ask them to register via the website at www.mssociety.org.uk/running.

If your branch would like some help in promoting these runs within your networks then please contact Melissa or Laurence in the events team on running@mssociety.org.uk or call 0845 481 1577 – we're more than happy to help.

* Please note, we'll also have a team of over 400 supporters doing the Great North Run in Newcastle in mid-September, but we have already sold out of charity places in this event.

Spring raffle winners announced

The draw took place on 28 June and the winners are being contacted directly by phone. Shortly you'll also be able to check who these lucky members are by visiting www.mssociety.org.uk/raffle

If you didn't win this time, you can try our Christmas raffle later in the year! Please keep an eye out in future editions of Teamspirit for more news on this.

Thank you to all those who bought a ticket and supported the MS Society's work. We couldn't support the MS community without you.

Fundraising

Challenge60 – half way through

We're now half way through our Challenge60 fundraising campaign, which is hoping to raise £250,000 in 60 days between 31 May and 29 July to fund MS research.

There are still a number of ways to get involved to make Challenge60 the biggest and best fundraiser of the year:

- you can sign up to take part yourself – just sign up at www.challenge60.org.uk
- promote Challenge60 to everyone you know and encourage them to get involved
- send in your stories to share with the media and other Challenge60 participants. If you're doing a challenge with a difference, or feel your story is truly inspiring, let us know!
- use social media – follow our Facebook or Twitter pages and share our Challenge60 updates or post some of your own.

If you would like to sign up to Challenge60 or receive more information, visit the Challenge60 website at www.challenge60.org.uk, contact challenge60@mssociety.org.uk or call 0845 481 1577.

The importance of donating to research

You may have seen the letter from Dr Kapoor we sent to most MS Society supporters to ask them to consider donating to us, in order to help fund some incredible MS research. If you have questions about this or any other marketing activity we're doing, please do get in touch by emailing marketing@mssociety.org.uk

Finance

Internal financial controls

Why are proper internal financial controls important?

As a committee you all have a joint responsibility for the branch funds under your control. Sadly, fraudsters often see charities as an easy target so it's important you stay vigilant and have suitable financial controls in place to prevent fraud from happening. Financial controls also protect volunteers against false allegations of fraud and misuse of funds.

Financial controls checklist

The MS Society has adapted a financial controls checklist produced by the Charity Commission for use by our branches and sub groups. As a committee you should be reviewing this annually – if your branch has not done this recently then you should speak to your treasurer. A signed copy of the checklist should be sent to the MS National Centre with the annual accounts pro forma.

From the checklists received with the 2012 accounts a number of branches indicated they were not following the controls below:

- **At committee meetings, presenting a copy of the latest bank statement** – in most branch frauds there is a discrepancy between the amount actually held in the bank and the branch accounts.
- **A discussion of branch finances at monthly committee meetings** – a key control which ensures funds are used properly and makes fraud more difficult.
- **Not paying flat rate expenses** – with the exception of mileage, you should only pay the actual expenses incurred and only where you have a receipt. If you pay flat rate expenses there is a possibility HM Revenue and Customs (HMRC) will treat the payment as a payment of wages.
- **Using the Society's template volunteer expense claim form** – the MS Society expense claim form follows best practice and contains some important statements which claimants need to sign off.
- **Paying mileage at HMRC rates only** – if your branch pays more HMRC could treat the payment as a payment of wages whereas if you pay less then it's not fair on the branch volunteers.
- **Not giving gifts or offering member related benefits** – it is a misuse of charitable funds and may break charity law if you give gifts to members. Giving member related benefits may have tax implications and could also break charity law.
- **Not signing blank cheques** – this is really important. Most of the branch frauds that have happened over the years have resulted from blank cheques being signed. The person who signs a blank cheque could also become personally liable for any charitable funds lost as a result.

Finance

- **Ensuring collection boxes are sealed, numbered, and a record kept of their allocation. Collection boxes are regularly opened with a record kept of takings for each collection box. Collection boxes are counted in the presence of the collector and a receipt given to them.** The procedures around the use of collection boxes are important. It is not unusual for the MS Society to receive allegations of theft involving collection boxes which are difficult to disprove where proper procedures have not been followed.

A copy of the financial controls checklist is available in the treasurers' handbook and also on the following link on the volunteer website <http://volunteers.mssociety.org.uk/resources/65>. If you require any further guidance, please email financesupport@mssociety.org.uk

Treasurers' role and responsibilities

With branch annual meetings currently taking place, and new treasurers being appointed, it is important that all committee members are aware of the treasurer's role and responsibilities.

Basic role description

The role description for treasurers can be found on the volunteer website <http://volunteers.mssociety.org.uk>

This covers only a standard branch, and larger branches may require more finance skills.

Additional skills required for branch treasurers with a shop

There are some specific skills required for a branch with a shop. Running a shop is like running a small business, and a branch will need to have people with business experience on its committee.

These additional skill requirements include:

- knowledge and experience of using a small accounting package
- an understanding of the financial controls needed for a shop
- in addition, in any branch with a shop, the branch treasurer must attend a treasurers' forum. We also recommend all other committee members attend as well.

These guidelines are also recommended for any branch with a day centre.

Conflicts of interest

Following a recent internal audit recommendation we would advise branches remind themselves of the guidance contained in the Committee Handbook on conflicts of interest.

Finance

Treasurers' forum preference form

Thank you to all committee members who have returned their completed treasurers' forum preference forms to the MS National Centres. Each year the Finance Department hosts a number of Treasurers' Forums which will give you the opportunity to receive financial training to help in the running of your branch and gain a better understanding of the treasurer's role.

The forums are for treasurers new to the role or those who just want a refresher; but as finances are the responsibility of the entire committee we would like to extend this invitation to any committee member that would like to attend.

The training will cover all the essentials, from maintaining financial records to completing the annual pro forma, financial controls, use of funds, Gift Aid and any other financial topics of interest. We are also excited to offer an introduction to the new branch accounting software. It will also be an opportunity to meet other treasurers and committee members.

The forums are provisionally planned for June to September 2013 (dates and venues to be confirmed) in these locations:

- MSNC London
- York
- Birmingham
- Bristol
- Peterborough
- Manchester
- Guildford

A video conference will also be held at the MS Society's Cardiff office.

The final locations chosen for the forums will depend on the level of interest shown in attending. If you are interested in attending please complete the form on page 29 of this edition, and return it to us as soon as possible via post or email financesupport@mssociety.org.uk. If you have already returned a completed form, you do not have to send it again.

Further information and final details of all the events will be published in the next issue of Teamspirit and those committee members who have returned their forms will be contacted directly.

We look forward to meeting you.

For England

Regional Events

To cover period from 28 June to end September 2013

North

Saturday 29 June	Volunteer induction (Yorkshire and the Humber)
Saturday 13 July	Volunteer Induction (Yorkshire and the Humber)
Saturday 7 September	MS Support training day 1 (North of England)
Wednesday 11 September	MS Support training day 2 (Yorkshire and the Humber)
Saturday 14 September	MS Support training day 1 (Lancashire, Greater Manchester and South Cumbria)
Thursday 19 September	Volunteer Support Forum (Yorkshire and the Humber)

East

Saturday 29 June	Volunteer Forum (Thames Valley)
Thursday 4 July	MS Support training day 4 (Thames Valley)
Monday 29 July	Fundraising training (Essex)
Tuesday 30 July	Fundraising training (Herts and Beds)
Saturday 31 August	Family Fun day (East Anglia)

London & South East

Saturday 29 June	MS Support training day 2 (Surrey and Sussex)
Saturday 29 June	Fundraising Development Day (Kent)
Saturday 6 July	MS Support training day 1 (North London)
Saturday 6 July	Living with MS Conference (Brighton)
Saturday 13 July	MS Support training day 3 (Surrey and Sussex)
Saturday 13 July	Volunteer Induction (Kent)
Friday 19 July	MS Support training day 4 (Surrey and Sussex)
Saturday 20 July	MS Support training day 4 (Surrey and Sussex)
Wednesday 24 July	Volunteer Forum (Kent)
Friday 6 September	Volunteer induction (Surrey and Sussex)

For England

West

Saturday 6 July	Volunteer Induction (West Midlands)
Tuesday 9 July	MS Support training day 1 (Wessex and West)
Wednesday 10 July	Volunteer induction (West Midlands)
Wednesday 10 July	MS Support training day 3 (Wessex and West)
Tuesday 16 July	MS Support training day 2 (West Midlands)
Wednesday 17 July	MS Support training day 4 (South West: Devon and Cornwall)
Wednesday 17 July	Volunteer Forum (Hants and Islands)
Tuesday 3 September	MS Support training day 3 (West Midlands)
Saturday 14 September	Volunteer Induction (Hants and Islands)
Sunday 22 September	Family Focus Day (Hants and Islands)

If you are interested in the support volunteer role, please contact your local staff member. If you are a support volunteer and you have not yet attended the training session(s) you are interested in attending, please email volunteertraining@mssociety.org.uk to request a booking form.

For all other events, please contact your local staff member for more information and to book a place.

MS Week: highlights from England

In England, Chair of the All Party Parliamentary Group for MS, Paul Burstow MP, hosted the reception which was attended by many MPs, peers and MS Society supporters. Despite Parliament

having been prorogued, there was still a good turn out including Esther McVey MP, Minister for Disabled People, and a number of famous faces. Minister of State for Pensions, Steve Webb MP, also attended. He said: "it's serious research, I know that the Government will want to study it carefully."

You can watch our video of the event at <http://youtu.be/g87yqZlxdrw>

For England

Help us save MS specialist nurses

MS specialist nurses provide people with crucial support – they're the gateway to other specialist services and are often the first port of call for people with MS when they have questions about their condition.

In recent years specialist nursing posts have become increasingly 'at risk' – we've heard of nurse hours being reduced, roles coming under review and some being cut all together.

The MS Society has saved 16 MS specialist nursing posts from being axed, but with your help we can ensure we protect many more. We've launched a map to show where there's MS specialist nurse provision in the UK, and guide to help you campaign to save your MS nurse in England if their post is at risk. You can find both at www.mssociety.org.uk/savemyMSnurse.

Please share this guide and help us save MS nurses!

Branches in Wessex & West support counselling service

In 2009 the MS Society identified the need to increase the availability of qualified counsellors with an interest in supporting people with MS in the Wessex & West Region of England.

To address this need we developed a counselling training scheme for people with MS who wanted to train as qualified counsellors. The scheme was funded by the excellent fundraising efforts of the staff at British Energy who supported the MS Society as their charity of the year in 2009.

After four long years of hard work and dedication, we are delighted to report that six students have now completed their training and passed their qualifications with flying colours. They are now offering a free counselling service to anyone affected by MS (including family members, carers and friends) in North Dorset, Wiltshire, Gloucestershire and North Somerset. Their local branches are supporting the counsellors with supervision costs and room hire.

For further information about the scheme or how to make an appointment with a counsellor please contact Jacqui Justice on 020 8438 0999.

For Northern Ireland

MS Week: Northern Ireland's highlights

Northern Ireland had a really successful parliamentary reception in Stormont on Tuesday 30 April to launch MS Week.

The event was attended by more than 160 people including people with MS, carers, MLAs and the Health Minister Edwin Poots.

Significant media coverage was achieved in Northern Ireland to raise awareness of MS and encourage everyone to support our campaign. MS Week was featured in the Belfast Telegraph, News Letter, Daily Mirror, BBC Radio and TV, City Beat and UTV Live news as well as a host of local papers.

Northern Ireland fundraising

Thank you to all our branches and volunteers who supported Cake Break and the Belfast City Marathon recently; both were very successful events. We have a number of exciting events coming up.

Due to popular demand we're hosting another **Lagan Zip Slide** event on Sunday 28 July. Experience the thrill of zipping through the skies high above Belfast's River Lagan and see the city from a whole new angle! This event is open to participants aged 15 and over. Registration costs £10 and our minimum sponsorship is £65.

Moonlight on Slieve Donard is a new event on 17 August. Join us and walk up Northern Ireland's highest peak – with the stars to guide you. The climb begins at 8pm and finishes around 3am. The walk is led by fully qualified instructors who will provide breaks and opportunities to enjoy this unique, magical experience.

Our annual **Ben Nevis Challenge** takes place on 13-15 September. The MS Society will once again be looking for enthusiastic hikers and novices alike to climb the UK's highest peak. If you or someone you know is keen to join "Team MS" we would be delighted to hear from you.

For more information on fundraising events please contact Samantha Creighton in the fundraising team on 02890 802 802 or email screighton@mssociety.org.uk

Summer Camp

Our annual Young Peoples' Summer Camp takes place at the Share Centre, Lisnaskea on Tuesday 2 and Wednesday 3 July 2013. This involves an overnight stay, leisure activities and lots of fun for young people affected by MS from around Northern Ireland. Participants are aged between 12 and 16 years. For more information on this and other support and activities available for young people affected by MS please contact your local area development officer or the MS Resource Centre on 02890 802 802 or nireception@mssociety.org.uk

For Northern Ireland

Yoga Classes

Yoga classes are taking place at the MS Resource Centre, Belfast. The classes are available for people with MS and carers and family members. Classes take place on Thursdays from 11-12.30pm. For more information or to book contact Mark Hatte on 02890 802 802 or nireception@mssociety.org.uk

Living with MS: save the date

We're hosting a 'Living with MS' event at Titanic Belfast on Saturday 14 September 2013. There will be a variety of speakers and workshops focusing on research, managing MS and advice for carers. It will also be a chance to meet up with other people affected by MS and get information from other local charities and organisations. If you're interested in attending this exciting free event then please contact us on 02890 802 802 or email nireception@mssociety.org.uk

For Scotland

MS Week: Scotland's highlights

In Scotland more than 150 people, including over 50 MSPs, two cabinet secretaries and three ministers, attended a reception at the Scottish Parliament. The Minister for Public Health, Michael Matheson MSP, spoke at the event, saying that he wanted to work with the MS Society to address the postcode lottery for people with MS. The reception was hosted by George Adam MSP, whose wife Stacey has MS. Prior to the reception George led a debate on MS in the Scottish Parliament.

We also had great press coverage during the week, including a front page story in The Herald.

Book your place at MS Space North

Our popular information day, **MS Space**, is coming to Aberdeen Exhibition and Conference Centre on Friday 16 August.

The day will feature:

- a keynote research presentation
- exciting 'get active' zones showcasing a range of activities that people with MS can try, including fitness, sports and hobbies - your chance to watch and participate!
- a chance to sample complementary therapies

- an information zone with stands on assistive technology, employment, caring and of course all the MS Society's excellent publications, plus much more!

For more details and to book, please visit www.mssociety.org.uk/msspacenorth

Please help us spread the word!

We're keen to attract both MS Society members and those who are living with MS but who are not involved with the Society. Please contact Marion MacNeil on 0131 335 4050 or email mmacneil@mssociety.org.uk for MS Space promotional materials both for email and print.

Aberdeen's Stuart Resource Centre welcomes new staff member

The MS Society and the Aberdeen Branch welcome Tom Newman, who joined the Stuart Resource Centre (SRC) as Centre Coordinator. Tom comes to us as a graduate in Theology and Philosophy, has worked in Buckingham Palace and carried out youth work. Tom has an abundance of enthusiasm and motivation to support the development of the SRC – supporting volunteers, engaging people with MS in the local area and developing local networks.

Tom says: "my role as Centre Coordinator will have me working in the Stuart Resource Centre. I will be working directly with those

For Scotland

who use the services offered by the centre, and, working with the branch, increase its use. Hopefully I'll be able to recruit eager volunteers along the way to help me.

As a recent graduate, this is an exciting opportunity for me to gain great experience, whilst having a positive impact on the lives of people with MS in the Aberdeen area."

Could you share your story?

The communications team at the Society in Scotland are looking to speak to people affected by MS in Scotland who want to raise awareness of MS by sharing their experiences (positive or negative) of the issues we're campaigning on, such as:

- access to disease modifying and symptom management treatments for MS
- access to social care and specialist support
- experience of self directed support.

This could simply mean providing us with a short quote about your experience that we can use as an illustration when talking about these issues. Or for those keen to get more involved, there is the opportunity to become a media volunteer and we can prepare you to speak to journalists about your experiences.

To find out more, please contact Hannah Maunder, Becky Duff or Sarah Ritchie from the communications team on 0131 335 4050 or email scotlandpressoffice@mssociety.org.uk

Fundraising events coming up

Please help us spread the word about these fantastic fundraising events coming up soon!

Bupa Great Edinburgh Run, 14 July, Edinburgh

"My name is Hannah and I am a recreational runner living in Edinburgh. Last year I ran the Bupa Great Edinburgh 10K Run to raise awareness and money for the MS Society Scotland. This summer I am doing the same again, in the same fluorescent orange tutu, body paint, cone hat and of course the orange MS running vest! My dad was diagnosed with MS six years ago, and the progression has been emotional and difficult to deal with. I run to make my dad proud and provide him and all others affected by the condition around the country with hope."
Hannah, Edinburgh

Join Hannah and 6,000 other runners in the Bupa Great Edinburgh Run 10K or 5K. By running for the MS Society every step you take supports people affected by MS throughout Scotland and the rest of the UK. Any money raised through your branch will be credited to your branch, minus the registration fee. Contact Angela on 0131 335 4063 or email msfundraising@mssociety.org.uk

Ladies Who Lunch: Fire and Ice, 20 September, Glasgow

On 20 September 2013, the MS Society Scotland will host its annual **Ladies Who Lunch** event at the Thistle Hotel, Glasgow. This year in keeping with our 60th anniv-

For Scotland

ersary celebrations we're adding some diamond sparkle with our Fire and Ice theme.

We would like to invite branches to join in the celebrations by offering the opportunity to purchase tickets at the discount price of £40 per ticket or £400 for a table of 10.

In our 60th year it would be wonderful to have a strong presence from our branches and volunteers. To book your place contact Angela on 0131 335 4063 or email msfundraising@mssociety.org.uk

Your invitation to attend Scotland Council meetings

Members are always welcome to attend Scotland Council meetings. The remaining two dates for 2013 are:

- 28 August
- 27 November

Please let us know in advance if you want to attend, by contacting Rosemary Hastie on 0131 335 4050 or emailing rhastie@mssociety.org.uk. Minutes from Scotland Council meetings are also available on our website.

We're going to the Young Carers Festival!

The Scottish Young Carers Festival takes place on 2-4 August at the Broomlee Centre in West Linton. The festival will be attended

by over 500 young carers from across Scotland and the MS Society will be there with our amazing interactive stand – we've got a bag of props all ready to go!

The stand will be manned by staff and volunteer young carers, and is a great opportunity to let young carers know what support and information we can offer them.

Sharing good practice: THAT art project in Angus

The MS Society Angus Branch and Tayside Healthcare Arts Trust (THAT) have run an eight-week visual arts programme for people with MS. The group activity gave participants an opportunity to explore their feelings, build confidence, be creative and develop new skills. The course culminated in an exhibition of small concertina books and art work held at St. Andrews Church in Arbroath.

THAT say: "we have been delighted in the approach and support received from our new partner organisation MS Society Scotland Angus Branch, along with the determination and commitment shown by NHS Tayside physiotherapist/occupational therapist support worker Gail Murray."

For more information please contact Marion Dye, ADO for Fife, Tayside and Forth Valley on 01592 764 851 or email mdye@mssociety.uk

For Wales

MS Week: Wales' highlights

Wales had a very successful reception at the Welsh Assembly on Tuesday 30 April as part of MS Week. At the event we launched our report 'A lottery of treatment and care'.

The event was well attended by members of the society Welsh Assembly Members and the Health Minister Mark Drakeford AM. We firmly put our concerns on the agenda with the Welsh Government. Following our pressure, the minister committed to developing a delivery plan to improve neurological services across Wales.

Significant media coverage was achieved in Wales during MS Week raising awareness of MS and encouraging everyone to support our campaign. MS Week was featured on all BBC outlets across Wales and in local newspapers.

Classifieds

Please share these opportunities in your publications and networks.

Free Tandem Hire

Charlotte's Tandems lend tandems free of charge to people with special requirements who are unable to ride a bike safely on their own. With 60 tandems and tag-alongs all over the UK, they are available for hire for a couple of months at a time. For more information view their website <http://charlottestandems.weebly.com/>

Accessible caravan

The North Surrey branch has a two-bed accessible caravan with full veranda and wheelchair ramp access available for holiday hire based at Church Farm in Pagham, West Sussex.

The Rio Willoughby is a comfortable and stylish caravan specifically designed with the needs of wheelchair users in mind. It has a spacious lounge/diner, a kitchen with lowered work surfaces, a bathroom with walk-in shower and two bedrooms.

Church Farm is a 5* Haven site with a great entertainment schedule and two swimming pools. For further information, please contact Caroline Keenan on 020 8393 7750.

Mention of advertisement by the MS Society of products or services is not an endorsement by the MS Society, its officers or staff.

Holiday Lodge

The North Norfolk Branch has just acquired a new Boston Lodge at Burgh Castle near Great Yarmouth, Norfolk for people with MS, families and carers. The lodge sleeps six with a bed-settee in the lounge, a twin room with en suite shower and a double room with overhead hoists running into a wet room. The cost is £200 from Saturday to Saturday. For park amenities please visit parkdean.com. For availability ring Sue 01263 578 148 or contact suewright48@btinternet.com.

Lisnaskea

MS Society Northern Ireland has two fully accessible chalets available for hire at the SHARE village in Lisnaskea. The cost is £200 per week and includes a SHARE fitness leisure pass. Bookings are taken on a first come, first served basis. To book a holiday please contact Mark on 028 9080 2802 or mhatte@mssociety.org.uk.

Amberwood Holiday Lodge

West Herts Branch has a holiday lodge at Shorefield Holiday Village, near Lymington, Hampshire, for people with MS, families and carers. The chalet has a master bedroom with en suite shower room, a twin bedded room, bathroom, and lounge/kitchen area with double fold-out sofa bed. Bookings can be made by calling Richard Smith on 07709 235 729. (Please leave a message if necessary and we will call you back.)

Treasurers' Forum

Preferences Form – 2013

Name: _____

Branch: _____

Committee Position: _____

Contact Phone: _____

Email: _____

Please indicate your selection(s) with a tick

Location	Subject	Accommodation prior to forum (at branch expense)	Forum attendance only
MSNC, London	Treasurer Training (General & Induction)	<input type="checkbox"/>	<input type="checkbox"/>
York	Treasurer Training (General & Induction)	<input type="checkbox"/>	<input type="checkbox"/>
Birmingham	Treasurer Training (General & Induction)	<input type="checkbox"/>	<input type="checkbox"/>
Bristol	Treasurer Training (General & Induction)	<input type="checkbox"/>	<input type="checkbox"/>
Peterborough	Treasurer Training (General & Induction)	<input type="checkbox"/>	<input type="checkbox"/>
Manchester	Treasurer Training (General & Induction)	<input type="checkbox"/>	<input type="checkbox"/>
Guildford	Treasurer Training (General & Induction)	<input type="checkbox"/>	<input type="checkbox"/>
I wish to attend a Forum however I consider that none of these locations are reasonably accessible for me, please can you contact me to discuss.			<input type="checkbox"/>

Please return this form as soon as possible to:

Treasurers' Support Team, MS National Centre, 372 Edgware Road NW2 6ND

Fax: 020 8438 0877 or Email: financesupport@mssociety.org.uk

Teamspirit directory

MS Society

MS National Centre
372 Edgware Road
London
NW2 6ND
020 8438 0700

MS Society Cymru

Temple Court
Cathedral Road
Cardiff
CF11 9HA
02920 786 676

MS Society

Northern Ireland

The Resource Centre
34 Annadale Avenue
Belfast
BT7 3JJ
02890 802 802

MS Society Scotland

National Office
Ratho Park
88 Glasgow Road
Ratho Station
Newbridge
EH28 8PP
0131 335 4050

Support groups

There are support group for Jewish people, lesbians and gay men, Afro-Caribbean people, Asian people, and former and serving members of the armed forces.
020 8438 0856
susmani@mssociety.org.uk

Find us online

www.mssociety.org.uk
<http://volunteers.mssociety.org.uk>

www.facebook.com/mssociety
www.twitter.com/mssocietyuk

www.youngms.org.uk

www.facebook.com/childrenwithMS

Grants

020 8438 0700
grants@mssociety.org.uk
(England, Wales, Northern Ireland)
0131 335 4081
grantsscotland@mssociety.org.uk
(Scotland)

National MS Helpline

0808 800 8000

MS Information Line

020 8438 0799

Membership

020 8438 0759

Volunteering

020 8438 0944

Fundraising

0870 241 3565

Teamspirit

MS National Centre
372 Edgware Road
London
NW2 6ND
020 8438 0944
teamspirit@mssociety.org.uk

www.mssociety.org.uk

<http://volunteers.mssociety.org.uk>