

National Office



Since the end of 2007, National Office has been located at Trade Associations Services Limited (TAS) in Derby.

The administration team based at National Office work in close liaison with the National President, National General Secretary and other Officers, and deal with the administration matters of the Institute working alongside the Board of Directors, Regional teams and the Education Committee to make sure the Institute provides the information and services that you need.

As more and more members become actively involved with the Institute, National Office works hard to provide the support you need. We hope you have seen the fruits of our efforts through improved documentation and communication both hard copy, electronically and via the website – look out for the members only area coming soon! There is also constant communication with the editor of the Journal so, as always, ensure you stay up to date with what is happening.

Looking forward, we are committed to

continue developing members services and have already made good progress: introducing BACS payments and debit/credit payments for your subscriptions and Annual Conference bookings, and communicating more effectively by e-mail with what you need to know quickly.

National Office is an invaluable source of information and support, be it membership queries, benefits, education, CPD and regional matters, so if you haven't spoken to National Office recently – give us a call and see how we can help. Likewise, feedback from you, the member, is vital to getting things right so if you have any – good or bad – please get in touch, we're here to help.

See you soon.

Sofi Halliday and Lorraine Norton
National Office