

# ANNUAL ELECTIONS 2017

Nominations are required for President-Elect, Honorary Secretary and Honorary Treasurer. (A brief outline of the duties for these posts is detailed on page two).

Nominees must be proposed and seconded by members in good standing and must signify, in writing, their willingness to stand. A short curriculum vitae (between 250 – 500 words and a photo) will be required for each nominee. The closing date for receipt of nominations is **17th February 2017**.

A nomination form is given below and more can be downloaded from <http://www.bohs.org/about-us/bohs-publications/> if required. Don't wait for someone else to nominate you, put your own name forward, and organise the two supporting signatures you need!

**Alex Wilson**  
Honorary Secretary

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## COUNCIL VACANCIES 2017 - NOMINATION FORM

<p>We, the undersigned, being members of the Society in good standing, hereby nominate:</p> <p>.....</p> <p>As a member for the vacancy of :</p> <p>.....</p>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Proposer</b>			
<b>Seconder</b>			
<p><b>Declaration to be signed by the nominee</b> I declare that if elected I am willing to serve the Society in the above capacity</p> <p>Signature: _____ Date: _____</p>			

**This form must be returned to BOHS Head Office by Friday 17th February 2017.**

### **President-Elect Role - Brief Outline of Position:**

The President-Elect has to fulfil a number of different roles:

- Start to develop external profile by representing BOHS with key partner and influencing organisations
- Develop public policy positions on key issues affecting BOHS and the profession;
- Provide motivation and stimulus to the Regions;
- Give leadership and direction to the Society on technical topics and carry through initiatives into his/her Presidential year of office;
- Encourage development of the Society's services to members;

### **ATTRIBUTES**

- High standing and regard among peers (within BOHS and externally)
- An effective communicator (oral and written)
- Knowledge of current BOHS issues (eg. recent time served on Council or committees)
- Substantial experience in industry, consultancy, academia or regulatory body.

Time requirements are difficult to estimate and depend on the commitment of the individual and the opportunities arising during the year. However certain duties are more predictable and they are listed below:

- Regional meetings – up to eight visits, normally late-afternoon/evening meeting, but may differ. Allow one day each, including travel time.
- HSE engagement – two or three meetings in London or Bootle, one day for each (incl. travel) plus preparation time
- HSE monthly meeting response – up to approximately ½ day per month to review papers and co-ordinate response
- Council meetings: Four/five Council meetings are held per year in Derby. Like any Council member, the PE may agree to take actions, and may also participate in specific working groups.
- Annual Conference: Attendance at the Annual Conference, including the AGM and the Conference Dinner, and the meeting of Regional Organisers and Topic Leaders on the day before, is expected.

### **Honorary Secretary - Brief Outline of Position:**

The Honorary Secretary of the Society will act as Company Secretary (Byelaw 17) and will affect the Company Secretary's duties in accordance with the Society Regulations. These include:

Ensure notices and agendas for General Meetings, including the Annual General Meeting and Extraordinary General Meetings (Byelaw 7) are issued in a timely manner.

Ensure Minutes of these meetings are produced and facilitate effective action as decided by the meetings (Byelaw 20).

Ensure notices of elections are issued and nominations received for Officers and Council members in accordance with the Society Regulations  
Ensure annual returns are submitted to Charity Commission and Companies House.

Serve as a member of Council, and may be required as an *ex officio* member of the Annals Editorial Board.

Together with other Officers, act when required as one of two co-signatories of cheques etc drawn on Society accounts in accordance with the Society Regulations

May be called upon to represent the Society at external meetings.

The post-holder will be fully supported by Head Office staff who will undertake many of the day to day duties.

Take the lead on Board Development.

### **Honorary Treasurer - Brief Outline of Position:**

Prepare financial strategy and position statements as required for meetings of Council.

Prepare written guidance on financial procedures as required from time to time by Council.

Together with the Financial Controller monitor adherence to financial procedures.

Maintain an overview of the financial management of the Society, including those undertaken by Head Office.

Provide financial advice for all Society activities and particularly support to the Derby office, President and Honorary Secretary, and ensure appropriate paperwork is submitted to the auditors to permit them to prepare formal accounts.

Ensure the provision of a financial statement for consideration by Council and inclusion in the Society's Annual Report, amplifying key points in an oral presentation to the AGM.

Serve as a member of Council, and may be required as an *ex officio* member of the Annals Editorial Board.

Together with other Officers, act when required as one of two co-signatories of cheques, etc drawn on Society accounts in accordance with the Society Regulations.

The post-holder will be fully supported by Head Office staff who will undertake many of the day to day duties.