



May 7, 2019

Dear Member,

CALL FOR NOMINATIONS FOR ELECTION TO THE MAIN COMMITTEE

1. Under the Statutes of the Society the following elected officer and member of the Main Committee are due to retire at the 2019 Annual General Meeting (due to be held in September 2019):

Ian Littlewood

Honorary Treasurer

Scott McGrane

Ordinary Committee Member

There is one further vacancy to be filled to reach the complement of 7 Ordinary Committee Members.

2. The Society's Statutes (Section 5.3) prevent any retiring officer or member of the Committee from standing for re-election to their previous position for a period of one year, with the exception of the Hon Treasurer or Hon Secretary who may serve for up to two terms, each of two years. Ian Littlewood has served one term as Hon Treasurer but has indicated that he will not be seeking re-election.
3. Members of the Society are asked to submit nominations for the position of Hon Treasurer (one position) and Ordinary Committee member (two positions).
4. The Hon Treasurer is a member of the Main Committee and is an active member of the Executive Committee which undertakes much of the day-to-day business of the Society. The Hon Treasurer leads the Finance sub-committee and has responsibility for maintaining the Society's finances, including travel grants and meeting programme budgets, but does not need to deal directly with payments or produce accounts as the ICE team supports BHS with this. Honorary Officers are elected to serve for a period of two years.
5. Ordinary Committee Members' contributions to the work of the Committee vary according to their own interests, experience, skills and affiliations, but will likely involve membership of a sub-committee (finance, meetings or communication) and might include the planning and delivery of a national technical meeting. Ordinary Members are elected to serve for three years. It is expected that Ordinary Committee members will attend the quarterly committee meetings.
6. We welcome applications regardless of age. One of the Ordinary Committee Members is tasked specifically with representing the interests of younger members; one of the members filling this year's vacancies may be invited to take on this role.
7. All elected Members of the Committee are Trustees under charity law, and have a collective responsibility for the proper conduct of all of the Society's activities. Committee Members attend and participate in the quarterly meetings of Main Committee at the ICE in London. Meetings normally run from 11am - 3pm. The support of employers in allowing staff to attend and participate in Main Committee is always appreciated. Appropriate travel costs can be claimed from the society.
8. Please contact Peter Ede, President, or Michael Cranston, Hon. Secretary, for more information about any of the Committee positions due for election this year, their contact details are below.
9. Nominations must be in writing by a member of the Society, seconded by another member of the Society and accompanied by the nominee's written consent to his/her name being put on the ballot form (Section 5.2). **These must reach the Hon Secretary, Michael Cranston, michael.cranston@rabconsultants.co.uk and Secretary (Moirá Doherty at the address above) by Friday 28th June.** A nomination form is enclosed. Elections (if required) will take place during the month preceding the Annual General Meeting. The results of the elections shall be announced at the Annual General Meeting, and in the Society's newsletter *Circulation*.

Yours faithfully

Michael Cranston
Honorary Secretary

President **Peter Ede**

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Hon. Secretary **Michael Cranston**

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