

Council Election 2018

a guide for candidates and nominees

Council nominations guidelines

Guidelines for Associates, Members and Fellows seeking election to Council 2018, and for Associates, Members and Fellows nominating candidates.

1. Introduction

This year, CIOL has a number of vacancies on Council, its governing body. Elections will be run to fill these vacancies and ensure that Council is at full strength immediately following the CIOL AGM on 10 March 2018.

The elections will be held in good time before the AGM to allow members to consider whether they wish to stand for election themselves, and who they might otherwise wish to vote for. The elections are being managed by Electoral Reform Services Limited (ERS - www.electoralreform.co.uk).

The Rules of CIOL (Rules 79-98) specify the arrangements that will be followed for elections to Council and can be found at www.ciol.org.uk/rules.

We have prepared information about what is involved in being a member of Council which can be found in Section 3 below. This tells you something about the roles, the time commitment, the responsibilities and skills that are likely to be required.

2. Standing for election

Eligibility

In order to be eligible to stand, you must be either an Associate, Member or Fellow of CIOL. If you believe you would be able to contribute to the work of Council to support the strategic aims of CIOL, and would like to seek election to Council, you will need to complete the [online nomination form](#). A hard copy form can be requested by emailing membership@ciol.org.uk.

Nominators

You will need to be nominated by two members who are also either Associates, Members or Fellows of CIOL. You should provide details of the members supporting your nomination in the nomination form. We do not require formal confirmation from the members supporting your nomination, but you must confirm, on the nomination form, that you have sought and obtained their support.

Candidate statement

If there are more nominations than there are vacant positions on Council, elections will be held. Once you have been successfully nominated, you will be invited to complete a candidate statement. This will be shared with ERS and will be included on the online voting platform to link to which will be shared with members who are eligible to vote.

The candidate statement is intended to help members know more about you when they are deciding who to vote for in the elections. We ask you to provide us with brief information about your previous relevant experience and to explain why you want to stand for election and what attributes you would bring to the role, bearing in mind the roles and responsibilities of members of Council and the skills that are required. Candidates can also upload a photograph of themselves (head and shoulders, colour, .jpg file).

Deadline

The nomination form must be received by ERS by 5.00pm GMT on **Friday 1 December 2017**. The candidate statement (and photograph if applicable) must be received by Jane Galbraith, Head of Membership (jane.galbraith@ciol.org.uk) by 5.00pm GMT on Friday 15 December 2017.

3. Being a Member of Council – what does it involve?

There is not a formal job description for the role of a Member of Council, but it is worth remembering that CIOL is a Royal Charter company and therefore has to comply with various elements of company law. There is plenty of information available about the role of company directors – the equivalent of Council Members – but some of the key aspects are summarised below.

CIOL Council

CIOL Council consists of:

- up to 15 members elected by CIOL members eligible to vote in CIOL Council elections
- of whom, three Officers: Chair, Vice-Chair and Treasurer.

The three Officers are elected from and by the Members of Council.

Terms of office

All Members of Council are elected to serve a three-year term of office. A Member of Council may seek re-nomination and re-election for a further three-year term. At the end of two three-year terms, a Member of Council must stand down for a minimum of three years.

Council's key functions

Members of Council are elected to:

- **provide governance to the organisation** – this usually takes the form of decisions about the strategic direction and policy of CIOL and therefore the priorities for CIOL's activity. Council has oversight of the running of CIOL which includes its finances and staffing, stakeholder engagement and other things.
- **promote its vision and objectives** – there are times when we ask Members of Council to represent CIOL on external groups and to attend meetings with stakeholders. We also hope that Members of Council will promote CIOL in discussion with key audiences. Council is responsible for determining the vision and objectives of CIOL and there is an expectation that Members of Council will support this in their activities on behalf of CIOL.
- **accept legal authority for CIOL** – there are areas of the Council's decision making and responsibilities that relate to the responsibilities of Directors under company law and as set out in our Rules. These are set out below under Council's key responsibilities.

Council's key responsibilities

In line with CIOL's Royal Charter, By-Laws and Rules relevant legislation and recognised expectations of company boards, CIOL Council Officers and Members are responsible for:

- the setting of CIOL's strategic objectives and the pursuit of those objectives
- setting the annual members' subscription fee
- CIOL's compliance with the Companies Act 2006 (on the basis of best practice, given that CIOL is a Royal Charter company, and as such is not subject to the Act.)

- CIOL's compliance with Employment Law
- CIOL's compliance with Health and Safety legislation
- CIOL's compliance with Equality, Diversity and Inclusion legislation
- conducting its business efficiently
- dealing with major strategic and policy issues
- ensuring the effectiveness of the Council's work programme and establishing a regular work cycle
- ensuring best use of individual members' skills through the Council structure
- maintaining legal and financial awareness
- ensuring alignment of strategic objectives and planning goals
- conducting a regular review of CIOL's governance
- advising and providing input to policy making
- monitoring a regular Risk Management assessment process

Time commitment

The key time commitment is the attendance at Council meetings. There are usually four meetings a year (normally 10:30am–1:30pm) and a formal Strategy Planning day, usually held in Central London.

Members of Council may be asked to chair CIOL meetings and events.

Members of Council may be asked on occasions to attend meetings with key stakeholders as required.

The CIOL team will seek the views of Members of Council by e-mail from time to time, for example for their views on draft responses to consultations. This can be an important aspect of the Member of Council's role and it is expected that those elected will fulfil this responsibility in a timely manner.

Payment

The role of Member of Council is an unsalaried position. CIOL will pay reasonable travelling and subsistence expenses in accordance with its current policy.

Declaration of interests

It is important to recognise that Council members owe their primary duty to CIOL as a whole. They must exercise their own independent judgement, and use reasonable care, skill and diligence to promote the achievement of the objectives of CIOL. A Council member may have been elected because of his or her connection with or support for a particular category or group of members, and may legitimately defend or promote the interests of that category or group in Council. He or she cannot, however, put those interests above the interests of CIOL as a whole.

Council members must declare any actual or potential conflicts of interest which could be considered to have a possible direct effect on decision and policy making within the collective responsibility of the Council.

Members of Council are under a duty of confidentiality in regard to the need to protect the interests and the good name of CIOL in general.

Skills required for CIOL Council

CIOL Council will review the skills of individuals who have been elected to Council in order to ensure that they have the range of skills needed on Council. Council seeks to represent the full range of CIOL membership and we therefore welcome nominations from Associates, Members and Fellows.

4. IoL Educational Trust

The IoL Educational Trust (IoLET) is a charity-registered company set up by CIOL in 2001. It is responsible for examinations and qualifications on behalf of the CIOL. It is constituted as a separate company. The Members of the company are appointed by the CIOL Council, and it is normal practice that the Members of Council are themselves appointed to this role. There is provision to opt out of this expectation.

The Members of the IoLET company appoint the Board of Directors of the company, who have responsibility for the management of IoLET. The statutory duties of the Members of the company are exercised at the AGM. There are normally no other meetings involving the Members of the company.

5. Support

The team at CIOL supports Members of Council in carrying out their responsibilities and are always ready to answer queries from any Member of Council. They service Council meetings, provide papers to set out the issues that need addressing, provide information to support Council's decision-making and assist Council in their strategic considerations.

CIOL is an equal opportunity organisation. It is committed to the recruitment both within its governance structures as well as to its staff of individuals on the basis of their qualifications, skills and experience for the duties or work they are to perform. It recruits, employs, trains and promotes individuals regardless of their sex, marital status, civil partnership status, sexual orientation, trans-gender status, creed, colour, race, ethnic origin, nationality, religion, age or disability or any other arbitrary grounds. It welcomes nominations from the widest possible range of Associates, Members and Fellows and will support those elected to perform to the best of their ability.

Training on the role and responsibilities of members of governing bodies is provided to new Members of Council as required. Training will also be provided in the financial oversight duties required of elected members. Advice and support will be available through existing members of Council who may have longer service or other relevant experience, while staff at CIOL will also provide advice and support as appropriate.

6. CIOL policies

CIOL Council members are required to comply with CIOL policies specifically:

- Equality, Diversity and Inclusion
- Data Protection
- Environmental

To minimise the impact of our activities on the environment wherever possible papers for Council meetings will be sent electronically and Council members are asked to consider the environment before printing or requesting printed copies. Members standing for election should therefore have an email address and be willing to use this to receive information relating to Council business.

In addition CIOL has developed a Volunteer Policy which outlines the support that CIOL will provide volunteers and the behaviours and standards that it will show and which they in turn CIOL expects from volunteers.

Copies of all CIOL policies can be found on the CIOL website or by request from the membership team.

7. Responsibilities of those nominating candidates for election to Council

The role of the person nominating a candidate is an important one and should not be taken lightly. The person nominating is confirming that to the best of his or her belief, the candidate is aware of the responsibilities outlined in the above guidelines, will adhere to the principles as enunciated and will be able to meet the requirements of the role.

8. For further information on standing for election, please contact either:

- Jane Galbraith, Head of Membership on 020 7940 3130 / jane.galbraith@ciol.org.uk
- Ann Carlisle, Chief Executive on 020 7940 3102 / ann.carlisle@ciol.org.uk
- Karen Stokes, Chair of Council, at karen.stokes@ciol.org.uk