*Dear Member*

***RZSS Board member nominations and election 2017***

*Thank you for requesting a nomination form in order to nominate an individual or individuals for election as a board member of the Society at our AGM on 24 May 2017. A form is attached to this letter. Please note that an individual member may not nominate him or herself for nomination as a board member. In order to take the nomination(s) forward there are some details we need from the person or people you are nominating.*

*First, we would like to know something about the individual(s) and how they would contribute to the Society’s board. There will be three board member positions available for election this year. If there are more nominations than positions, there will be a vote by members attending the AGM. The material described below will provide valuable background information for our members and, in the event of a vote, will help inform their decision-making.*

*I am attaching a matrix that indicates the areas of expertise we would like members to bring to the Board and the competences they should display. This may also help nominees when drafting their biographies and statements.*

*We also need to know that the individual(s) is/are fit and proper people to serve on the board of a charity. I have attached a form produced by HMRC for use by charities to confim this.*

*When you return your nomination form please enclose with it:*

1. *a nominee biography of up to 250 words describing the nominee(s) and their background; we suggest that nominated individuals prepare their own biographical statements.*
2. *a supporting statement of up to 75 words produced by the nominee(s) describing how they would contribute to the Society’s Board.*
3. *a skills matrix completed on a self assessment basis by each nominee.*
4. *a completed HMRC form for each nominee.*

*The biographies and supporting statements will be included in a document that goes to Society members with the AGM papers. The skills matrix and HMRC form are soley for the use of the Board in the event that the nominee is successful.*

*Depending on how many people are nominated we may ask each person to speak at the AGM in support of their nominations.*

*The completed nominations form, biographies, supporting statements, skills matrix and HMRC forms should be returned to Gillian Wishart and must be received by her no later than noon on Friday,14th April. Gillian will forward all documentation received in time to the Nominations & Remuneration Committee. If you wish to email the material and do not have an electronic signature to add to your completed nomination form, you can sign it at the AGM.*

*Thank you again for your interest. I look forward to seeing you at the AGM.*

*Kind regards*

*Sandy Batho, on behalf of the Society’s Nominations and Remuneration Committee*

*Enclosed – Nominations Form*

*HMRC Form*

*Skills Expertise matrix*