Trustee Nomination and Election

The members (all volunteers are members of the CIO) are reminded that the role of Trustees is absolutely vital and everyone is reminded that this role carries with it an important and onerous responsibility, which needs to be satisfied. Everyone is therefore encouraged to focus their minds on ensuring that people that are nominated have the appropriate resources of time, commitment and skills in discharging their responsibilities as Trustees.

Members are also reminded that the Trustees (and Leadership Team) should, as much as possible, mirror and reflect the community that we serve and you are therefore all positively encouraged to nominate individuals from different backgrounds and different traditions so that the Charity is able to draw upon the widest possible section of perspective and experience.
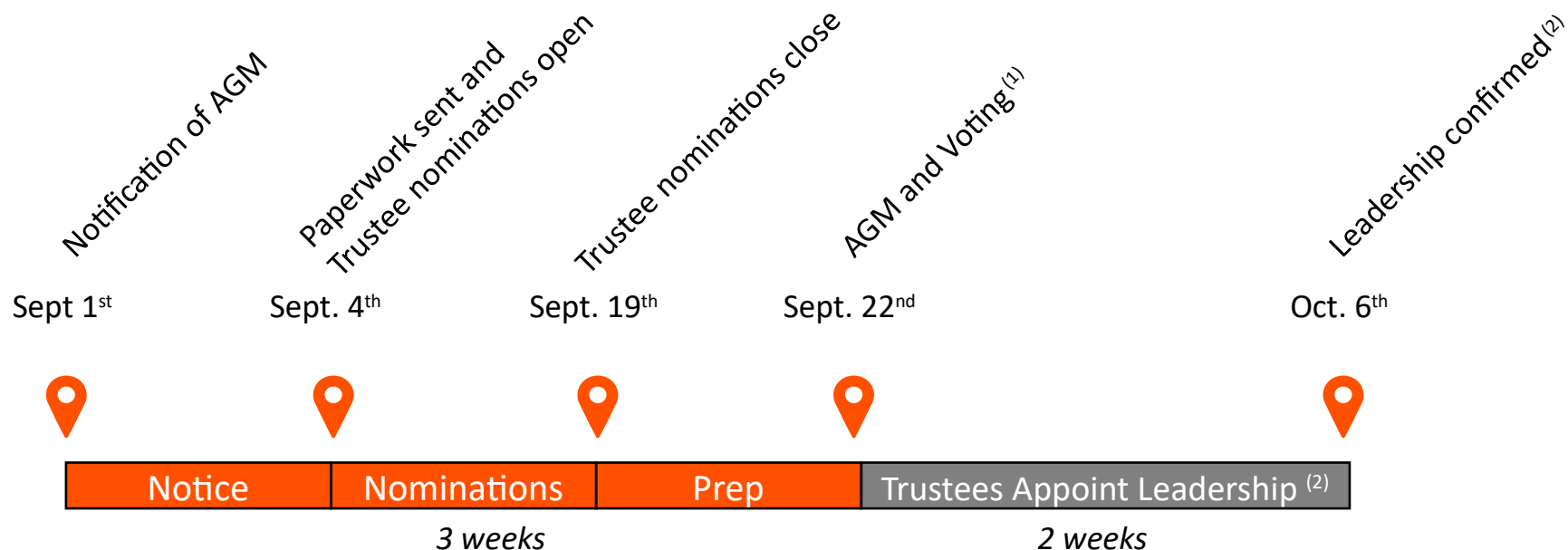
For details of the responsibilities that the Trustees hold, and the eligibility criteria please read the Constitution (attached in email) and the guidance on the following site.

https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do

 The timeline for nominations and voting follows. Voting instructions will be announced separately.

Timeline

Notification of AGM

Paperwork sent and Trustee nominations open

Trustee nominations close

AGM and Voting [1]

Leadership confirmed [2]

| Sept 1st | Sept. 4th | Sept. 19th | Sept. 22nd | Oct. 6th |

| Notice | Nominations | Prep | Trustees Appoint Leadership [2] |

3 weeks   *2 weeks*

Notes

(1) Members will vote on Trustee nominations on a Yes/No basis. Trustees will be elected based on a majority vote calculated as "Yes" minus "No" votes. If a member's total votes are zero or negative, their nomination will be null and void. See page 4 for details.

(2) Following the AGM, the new Trustees will have a period of 2 weeks to formulate their Leadership Team and structure and notify the Membership accordingly. See page 5 for details.

Trustee Nominations

Those wishing to be nominated for Trustee positions (including any existing Trustees) must do so as follows.

1) Arrange for a Proposer and a Seconder (2 separate members of the CIO) confirming they wish to nominate you.*

Complete the online form at https://tinyurl.com/TrusteeAGM2024 which requests the following:
2)   Confirmation that you wish to stand for a Trustee position
3)   Confirmation that you have read and agree to the responsibilities that the position involves
4)   A written statement (max 500 words) explaining why you should be considered*
5)   A profile photo*

**All nominations must be submitted prior to 12:00 noon on Thursday 19th September 2024
Nominations after this time will be discounted from the election**

* Items 1) , 4) and 5) above will be used to formulate the election papers

Voting

Members will vote on Trustee nominations on a Yes/No basis. Trustees will be elected based on a majority vote calculated as "Yes" minus "No" votes. If a nominee's total votes are zero or negative, their nomination will be null and void.

E.g. if a member gets 10 "Yes" votes and 7 "No" votes they will total 3 votes. If a member gets 10 "Yes" votes and 12 "No" votes they will total -2 votes and will be removed from the nominations.

If more than three members have positive total votes, the Trustees will be settled as follows:

1) the greatest number of "Yes" votes;
2) then if unresolved, by the fewest number of "No" votes;
3) then if still unresolved, the tie will be settled by way of a coin flip.

If following the results less than three Trustees are nominated, the existing Trustees will meet to agree a resolution.

Leadership Positions

The new Trustees will be responsible for forming their Leadership team. If you wish to put yourself forward for consideration by the new Trustees for a Leadership team position, please do so **AFTER** the AGM, confirming what role you wish to be considered for by email to

trustees@wm4x4r.org

As the structure of the Leadership Team will be the responsibility of the new Trustees, it is not possible to confirm precisely what roles will exist. However, based on the roles to date it is anticipated that they may include, but not limited to:

Membership, Operations, Training, Media, Social Events, Equipment, Fundraising

Only emails received by 12:00 noon on Friday 4th October 2024 will be reviewed by the new Trustees

Note: The new Trustees may put a Leadership team in place as per the existing structure, run the charity directly (e.g. appoint no Leadership team), or instigate a new structure as they wish

Delegation of Responsibilities
From the Trustees to the Leadership Team

Trustees in place at the formation of the CIO set about delegating the responsibility for the day to day running of the charity to the Leadership Team in 2020. The following was agreed as the "delegation of responsibility" from three options provided, and has formed the basis for the running of the charity..

What powers are delegated to the Leadership Team;

- Standard/Normal operational deployments
- Decision to deploy-where an MOU is in place, that doesn't involve mutual aid to another organisation-Control/Dispatch function and staffing
- Setting of our deployment status (Active, Standby, Aware, Normal)
- Running of other approved deployments/events
- Decision of volunteer application approval and disciplinary proceedings
- Day to day operation of marketing-social media activity, maintenance of website, email marketing
- Specification and sourcing of equipment required by the charity
- Normal proposal and running of approved volunteer training
- Regular reporting to the trustees must be maintained as appropriate

What the Trustees will do:

- Maintain a veto on any decision (due to legal responsibility)
- Set the charity's purpose
- Set the strategic aims of the charity
- Be responsible for setting up and maintaining MOUs with our clients
- Financial decisions of any kind. No expenditure can be authorised without Trustee approval
- The Finance lead reports directly to the Trustees
- Setting/amending volunteer agreement/rules/terms etc.
- Setting/amending the constitution through an appropriate process
- Appointment of the Leadership members
- Decision to deploy in a mutual aid situation, if no MOU is in place, or for an unusual deployment
- Any decisions that are complex/high impact/involving significant money or other property/high risk
- Ensure accountability within the charity, particularly where responsibility is delegated
- Be able to demonstrate that our charity is complying with the law, is well run and effective
- Make balanced and adequately informed decisions, thinking about the long term as well as the short term that will best enable the charity to carry out its purposes