CHARTERED TRADING STANDARDS INSTITUTE

**NOMINATION FORM FOR COUNCIL OFFICE 2024/2025**

**(Please read guidance notes issued with this form)**

We, the undersigned, being members of The Chartered Trading Standards Institute entitled to vote and Officers of the ....................................................................... Branch / Section of CTSI, do hereby nominate:-

FULL NAME and TITLE………………………………………………………………………………………….

OF………………………………………………………………………………….……….Employer/Business

for the office of CHAIR\* / VICE CHAIR\* / 2ND VICE CHAIR\* (\* Delete the unnecessary words) for the one year period commencing at the end of the Annual General Meeting to be held in the year 2024.

We are satisfied that the nominee substantially meets the requirements set out in the person specification attached.

# NB Any other names supporting this application must also be Members and Officers of the Branch or Section concerned and should be attached on a separate sheet and should include a signature and full details similar to those provided by the proposer and seconder.

SIGNATURE OF PROPOSER…………………………………………Membership No………………………

FULL NAME………………………………………………………………………………………………………

ADDRESS OF HOME OR EMPLOYER…………………………………………………………………………..

…………………………………………………………………………………………………………………….

Contact telephone…………………………………..email……………………………………

SIGNATURE OF SECONDER .......................................................Membership No.................................

FULL NAME..........................................................................................................................................

ADDRESS OF HOME OR EMPLOYER......................................................................................................

.............................................................................................................................................................

Contact telephone…………………………………..email……………………………………

# NOMINEE SECTION - I accept the above nomination:-

SIGNATURE OF NOMINEE…………………………………………Membership No………………………..

FULL NAME OF NOMINEE………………………………………………………………………………………

Contact telephone…………………………………..email……………………………………

PRIVATE ADDRESS……………………………………………………………………………………………….

EMPLOYER ADDRESS…………………………………………………………………………………………….

DATED………………………………………………………………………

## Important Note. The proposer shall forward the fully completed nomination by email to CTSI Head of Governance, jacquig@tsi.org.uk so as to be received not later than noon on 21 August 2024.

**Data Protection**

Information given in this nomination form will be controlled under data protection legislation. This form will be retained for a period of 5 months after the closing date and will thereafter be destroyed.

Nominees should supply all the requested information and must complete the next section, setting out their objectives for seeking election before return. These will be printed on any Ballot Paper, in the event that a ballot needs to be held.

**Attention Head of Governance**

**THE CHARTERED TRADING STANDARDS INSTITUTE**

**ELECTION FOR OFFICE 2024/2025**

**BALLOT PAPER – ENTRY**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME** | **FORENAMES** | **PRESENT APPOINTMENT** | **EMPLOYER** |
|  |  |  |  |

**ENTRY**

**(Not to exceed 200 words including name and initials and must include relevant experience, ability and suitability for post**

|  |  |
| --- | --- |
| **SURNAME** | **INITIALS** |
|  |  |

**TEXT (abbreviations count as words) – use extra sheet if necessary**

**Date……………………………………Signed…………………………………………………………**

*Version 29.7.2024*

**NOMINATION AND ELECTION TO COUNCIL OFFICE – GUIDANCE**

Extract from Board and Council Regulations

## 15.1 The Chair, Vice Chair and Second Vice Chair of the Council shall be elected as follows:

### From time to time the Council shall approve a ‘person specification’ for such offices. A nomination form, in the form from time to time approved by Council shall be forwarded by the Secretary not later than one month before the date fixed for such election;

### Any Branch or Section shall be entitled to nominate an eligible Member for each office respectively. A nomination shall not be valid unless;

### The form bears the written consent of the nominee under their signature;

### The nomination by the Branch or Section is evidenced by the signature of at least two officers of that Branch or Section and includes a statement that in the opinion of the Branch or Section the nominee substantially meets the requirements set out in the person specification;

### The Secretary will circulate all nominations to all members of the Council. Any member of the Council who has concerns that the nominee does not meet the requirements set out in the person specification shall be required to inform the Secretary in writing within 7 days of receipt of the nominations. If the Chair of the Council or three or more members of Council have notified the Secretary of such concerns, then the Council shall arrange, as it sees fit, an interview with the nominee to test that nominee against the person specification. If the nominee is judged not to substantially meet the person specification, then a resolution will be put to the Council to cancel the nomination;

### Once the nominations have been accepted by Council, the election shall be conducted in accordance with the provisions of Regulation 15.2 below;

### It is anticipated that there is a progression from Second Vice Chair to Vice Chair to Chair of the Council. Nominees should therefore be prepared to commit to this progression and the nominating Branch or Section bear this in mind when making a nomination and judging a potential nominee against the person specification.

OTHER INFORMATION

It is understood that existing office holders will wish to seek nomination for and indeed will need to be nominated for the next appropriate office e.g. Second Vice Chair as Vice Chair and Vice Chair as Chair.

If there is more than one nomination for each office, the agreed ballot procedure (15.2 in Board and Council Regulations) will be commenced.

**PERSON SPECIFICATION**

**CHARTERED TRADING STANDARDS INSTITUTE**

**CHAIR, VICE-CHAIR AND SECOND VICE CHAIR**

**PERSON SPECIFICATION**

**PURPOSE**

The Chair is the figurehead of the Institute, ensuring that its aims and objectives receive member agreement and assist the profession to maintain its position as the consumers' champion and supporter of fair trading. He/she will provide strategic leadership, act as advocate for the ordinary member, be a critical friend to the Chief Executive and the Board of Directors and promote the Institute at all times.  
  
**ESSENTIAL REQUIREMENT**

* must be a Full Member of CTSI

**PREFERRED EXPERIENCE AND AWARENESS**

* chairing meetings
* current Local, Regional and national government issues
* consumer and business organisations at regional/national level
* previous experience within CTSI at branch or national level
* media interviews nationally and locally

**COMPETENCIES**

* managerial skills
* good listening and communication skills
* media skills
* presentation and oratory skills
* good presence
* computer literate

**MAIN DUTIES AND RESPONSIBILITIES OF CHAIR**

* undertake the duties of Chair in accordance with approved procedures and established best practice
* work constructively with the Chair of the Board and the Chief Executive to develop and promote the interests of CTSI and to secure the effective and efficient implementation of approved policies and priorities
* take a pro-active role in promoting good communications between members, Council, Branches and Sections
* represent CTSI at meetings at national level with consumer and business organisations and local and central government departments and agencies. Act in an ambassadorial role at formal and informal meetings and make presentations when called upon to do so
* act as spokesperson for the Institute on matters of national importance when appropriate
* work with the CTSI Executive to plan the contents of the Annual Conference programme during their year of office

**OTHER CONSIDERATIONS**

* be aware that full term commitment to all posts could be up to four years
* requires wholehearted support of employer, especially as Chair
* time commitment up to 50 days per year as Chair
* Chair and Vice Chair appointed as a non-executive director to sit on all trading company boards
* discharge all obligations as a company director
* as a member of the board declare any interests in proposed transactions or arrangements
* uphold the highest ethical standards of integrity and probity
* as a member of the board you may be required to sit on one of the Committees or working groups
* positions are unpaid but expenses are payable
* willingness to travel essential
* Vice Chair or Second Vice Chair may be required to deputise for Chair on occasions
* brief guidance on the roles for all three posts are outlined in the Governance document available on the CTSI website which includes the role, duties and competencies of non-executive directors
* Chair will continue to have some duties in the year after office (as Immediate Past Chair) and will remain a member of the board until this term ends

Version 30.6.22