



ELECTION TO THE GENERAL ASSEMBLY EXECUTIVE COMMITTEE

GUIDANCE NOTE (Document A)

1. What is the Executive Committee (EC)?

The Executive Committee is the General Assembly's (GA) body of trustees and has to fulfil its legal responsibilities, in particular those associated with being a registered charity.

2. What is the composition of the EC and how many positions are available in 2017?

The EC consists of eight members plus the Honorary Treasurer who is appointed by the Annual Meeting. The EC appoints a convenor annually from amongst its members.

In 2019 there are five positions to be filled as there is a requirement of any member co-opted since the last EC Election to stand down at the next Election.

3. How are the members elected?

Members of the EC are elected by individual members of congregations on behalf of whom a quota payment has been made in the financial year prior to an election and by Full, Honorary and Associate Members of the GA.

4. How long does each member serve?

Each member serves a term of four years with four of the eight members retiring or seeking re-election each two years. A member may only serve for a maximum of two successive terms. On this occasion there are five vacancies and four of those elected will serve a four year term and one a two year term. This to be determined at the first meeting of the EC in consultation with those elected..

5. What are the responsibilities of the EC?

The EC determines the overall direction and development of the GA in line with the recommendations and policies adopted at the Annual Meetings. It is responsible for making good use of the GA's assets and for safeguarding, protecting and managing them. It supports the Chief Officer without becoming involved in operational matters and reviews his/her performance. Each member takes on responsibility for liaison with one or more district associations as an EC link person. Each EC Strategy Group also has a designated EC Link Person. Members may be asked to be involved in other General Assembly activities or on sub-groups eg Annual Meetings Panel.

EC members are also Trustees of the Nightingale Centre (CC no 242256) and appoint a management committee under agreed delegation arrangements but retain ultimate accountability.

6. What is the time commitment?

There are 5 EC meetings per year requiring approximately 6 days commitment plus travel time and require an overnight stay. The new EC will review its meeting plan to best fit with the needs of members. Members are required to attend the Annual Meetings. Expenses, including overnight accommodation, meals and travel, are paid in line with the General Assembly's Expenses Policy.

The meetings of the EC currently take place at Essex Hall in London with one meeting at the Nightingale Centre, Great Hucklow. Email access is required to ensure effective communication between meetings.

7. What are the requirements for EC membership?

Candidates must be Full, Honorary or Associate members of the GA or a quota paying member of a constituent congregation. They should not be a student in training for the Unitarian ministry, a close family member of anyone employed by the GA, or connected professionally with Popularis.

Candidates should:

- Demonstrate 3 years active commitment to the Unitarian community
- Be in sympathy with the Objects of the General Assembly
- Be eligible to stand in accordance with legal requirements

Essential Requirements

(1) Experience in one of other of the following:

- An officer or member of a congregational/district governing body.
- An officer or member of a committee of an affiliated body.
- An officer or member of a charity trustee body or similar eg voluntary organisations such as a sports club or parent teacher association.
- As a Minister, Lay Pastor or Lay Person in Charge of a Unitarian congregation

(2) Good understanding of the Unitarian community

(3) Confidentiality

Desirable attributes include any or all of the following:

- Leadership
- Strategy development
- Communication skills
- Decision making
- Representation
- Financial awareness
- Team working
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8. What is the process for nomination?

Members wishing to obtain nomination information should contact Anne Hock, Popularis Ltd, Nutsey Lane, Totton, Southampton SO40 3RL Tel: 02380 867335 Email: annehock@popularis.org on or after Monday 7 January 2019 or download from the GA website www.unitarian.org.uk. Popularis will send appropriate documents to candidates by email or by post.

The declaration form (Document B) must be countersigned by an official(s) of the Unitarian congregation(s), comprising in total ten or more quota members, or the organisation supporting the nomination. An “organisation” is defined as an affiliated body of the General Assembly. Biographical information must be provided on Document C along with all other requested information. Fully completed forms should be returned to Popularis by the close of nominations at 5.00pm on 4 February 2019.

9. What is the timetable?

7 January 2019	Nominations open (4 weeks for nominations)
4 February 2019	Nominations close
18 February 2019	Candidate Information Booklet and ballot papers sent out
25 February 2019	Election starts (5 week voting period)
31 March 2019	Election closes
1 April 2019	Full Result to be announced by Popularis
18 April 2019	New EC takes up office at GA Annual Meetings

10. What about campaigning?

Candidates seeking election will be able to communicate their views, principally through the personal statements in the Candidate Information Booklet. The Electoral Panel will not tolerate negative campaigning or discriminatory remarks. No paid for advertising or websites are permitted. In the event of a complaint, the Electoral Panel will investigate and if it is confirmed may disqualify the candidate and disregard any or all votes cast for them.

11. Is there an Induction?

Yes, there is an induction arranged for newly elected members with the EC Convenor and Chief Officer before the May EC meeting which will address key areas of the role.

1 January 2019