

BABCP Trustee elections 2019 Nominations form and guidance notes

Role Descriptions

President Elect

Role purpose

- Provide leadership both within BABCP and also to represent the Association with external bodies
- Help to develop, guide and implement the strategic direction of the Association in line with changing circumstances both internally and externally
- Provide management support to the Association's Head Office

Main duties

- Chair the Board of Trustees
- Chair the National Committees Forum (NCF)
- Chair the Annual General Meeting
- Chair or contribute to teleconferences as arranged at Board and NCF meetings
- Ensure that the Association's employees are managed effectively. Specifically, to conduct annual appraisal of the Company Secretary and provide assistance on management issues where required
- Present the opening address at the BABCP Annual Conference
- Welcome Elected Members to the Board and ensure they receive the training and support necessary to contribute to the management of the Association
- Represent BABCP at EABCT and World Congresses

Desirable skills and experience

- A commitment to furthering the aims of the Association
- An ability to represent the diversity of the membership
- A national reputation in CBT which seeks to be inclusive rather than exclusive
- An ability to keep in touch with developments in the practice and theory of CBT
- An ability to keep apprised of challenges to the Association and the practice of CBT (eg implications of NICE Clinical Guidelines, Health Professions Council and Regulation)

Responsible to

- The Association members in general and to the Board of Trustees in particular

Elected Members

Role purpose

- To manage BABCP in accordance with its Memorandum and Articles of Association

Main duties

- To represent the views of the membership at Board level
- Attend Board meetings – minimum four meetings per year
- Attend NCF meetings – two meetings per year
- Attend the induction of new Board members
- Attend the AGM
- Read and understand relevant Board and NCF papers
- Take an active role in strategic and financial planning, including identification of risks to the Association
- Represent the Board on designated subcommittees – this could involve attendance at up to four additional meetings per year
- Ensure effective organisational structures and systems are in place to achieve the Objects of the Association
- Behave in a professional and prudent manner in all matters concerning Association business
- Management and governance of the Association's funds
- Making of new – or revision of existing – Association rules as required
- The appointment and supervision of subcommittees

Desirable skills and experience

- An ability to work well in and enjoy being part of a team
- Flexibility in the sharing of administrative responsibilities
- Well organised and self-motivated
- To have sufficient time and commitment to support the development of the Association. This probably includes around 12 days per year at meetings with some work to do in between, sometimes including teleconferencing.
- Some financial or charitable organisation experience is desirable, but not essential

Responsible to

- The Association members in general and to the Board of Trustees in particular

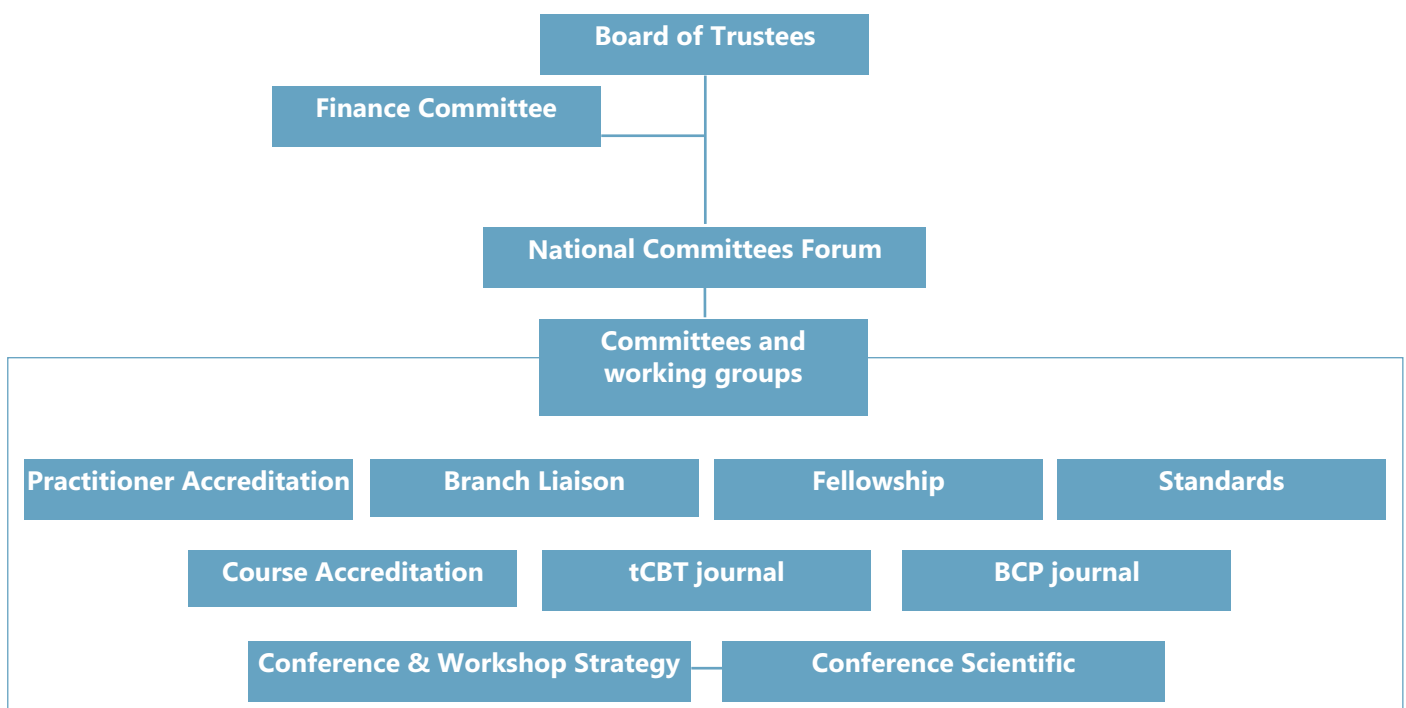
Your commitment

Our Trustee positions are unpaid voluntary roles. However, expenses for attending meetings will be paid in accordance with our Principles for Expenses, including travel and accommodation where necessary, as well as paid-for attendance at both the BABCP Spring and Annual Conferences.

In order to fulfil these roles, attendance at Board meetings (approximately six per year) will be required as well as the Annual General Meeting, which is held during our Annual Conference.

As a Trustee, you will be expected to work alongside other subcommittees (as detailed below) as well as our Head Office staff in developing the work of the Association.

BABCP committee structure



Your nomination

If you want to nominate yourself for either of these Trustee roles, please complete the Nominations Form attached and return to the BABCP Company Secretary at elections@babcp.com or by post to BABCP, Imperial House, Hornby Street, Bury, Lancashire, BL9 5BN by **no later than Wednesday 24 July 2019**.

Note that both your proposer and seconder must be current BABCP members. **Please also include a statement of no more than 250 words in support of your application.** This will be sent to members in the event of a ballot taking place.

Timetable for nominations

24 Jul	Deadline for receipt of nominations
9 Aug	Ballot opens
2 Sep	Ballot closes
4 Sep	Results of elections announced at the Annual General Meeting

Nomination form

Role	Nominee	Proposer	Secunder
President Elect	PRINT NAME	PRINT NAME	PRINT NAME
	BABCP MEMBERSHIP NUMBER	BABCP MEMBERSHIP NUMBER	BABCP MEMBERSHIP NUMBER
	SIGNATURE	SIGNATURE	SIGNATURE
Elected Member	PRINT NAME	PRINT NAME	PRINT NAME
	BABCP MEMBERSHIP NUMBER	BABCP MEMBERSHIP NUMBER	BABCP MEMBERSHIP NUMBER
	SIGNATURE	SIGNATURE	SIGNATURE

Note that the nominee, proposer and seunder must **all** sign this document prior to submission.

Return completed forms to: elections@babcp.com or by post to: Company Secretary, BABCP, Imperial House, Hornby Street, Bury, Lancashire, BL9 5BN

Nominations must be received by **no later than Wednesday 24 July 2019**.

Contact BABCP

Imperial House, Hornby Street, Bury, Lancashire, BL9 5BN

0330 320 0851

babcp@babcp.com
