

## Nomination and Election of Convenor of the National Access Forum, 2017-19

### Purpose

1. To prepare for the nomination of candidates and the election at the next Forum meeting of the Convenor of the Forum for 2017-2019.

### Action

#### 2. Members are invited to:

- **note the terms of the Operating Principles regarding the Convenorship arrangements**
- **discuss and approve arrangements for nominations for the position**

#### 3. Operating Principles

The Operating Principles state:

B4. The Forum will be chaired by an independent Convenor. The Secretary will invite nominations for this role from all full and corresponding members, accompanied by a short summary of the candidate's background and confirmation of their willingness to stand. The Convenor will be elected by the full members of the Forum using the Alternative Vote (AV) system.

B5. If no nominations are received, the forum could discuss the issue in closed session to identify potential candidates (including a chair from within its own membership), or SNH could nominate an interim chair pending the identification of a suitable alternative.

B6. The Convenor's term will run for two years, subject to review, with the possibility of extension for a further two years. The forum should provide constructive feedback to assist the Convenor, which could be based on an annual appraisal and/or informal guidance. The review of the Convenor after the first two years of the appointment should be considered by discussion in closed session, and the chairing role should pass to another forum member for this purpose.

4. John Thomson has served as the Convenor to the Forum 2013-2016, since his election in November 2012, including an extension period during 2015-16. John's extended term is therefore due to conclude at the end of calendar year 2016.

5. The next convenor will be elected at the final NAF meeting of 2016 (28<sup>th</sup> September 2016), before taking on the role from Jan 2017. The election will be carried out through voting by all full members attending that meeting, at the end of other business on the day, in a session to be chaired by Eileen Stuart (SNH).

6. Nominations for the position are therefore invited from full and corresponding member organisations. Nominations should be submitted to the Secretary, and be received at the latest by **Friday August 19<sup>th</sup> 2016**. The nomination form is attached, and can be copied for submission by email.

R Garner, Secretary

*Page left blank*

## Nomination for the role of Convenor, National Access Forum

<b>Nominating body and proposer</b>
-------------------------------------

*This must either be a full or corresponding member of the forum*

<b>Name of nominee</b>
------------------------

<b>Address of nominee</b>
---------------------------

*Please include an e-mail address and/or daytime phone number*

Email:

Phone :

<b>Summary of the skills and experience of the nominee</b>
--

*Please relate this to the job description and do not exceed 400 words*

<b>Statement in support of the nomination by proposer</b>
---

*This can be provided by either the nominating body or the proposer. Please do not exceed 400 words.*

**Statement from the nominee**

*Please do not exceed 400 words.*

**I agree to be nominated for the role of Convenor of the National Access Forum**

**Print name** .....

**Signed**.....

**Date** ..... **2016**

Election of the next Convenor will take place at the Forum meeting to be held at Battleby (near Perth) on Wednesday 28<sup>th</sup> September 2016; it would be helpful if nominees could keep this date free in their diaries.

**Please return this form to: Rob Garner, Secretary - National Access Forum, [RobGarner.NAFSEC@snh.gov.uk](mailto:RobGarner.NAFSEC@snh.gov.uk) or to SNH, Silvan House, 231 Corstorphine Road, EH12 7AT (tel. 0131 316 2682) by Friday 19th August 2016.**