**14th April 2020**

Dear Members,

**Re: The Election of the Association’s Board 2020 – Call for Nominations**

In accordance with the constitution of the Association, elections are due to be held for **four vacancies** on the Board. This year we are accepting online email nominations and electronic signatures because of the Covid-19 virus outbreak.

Whilst membership of the Board is not intended to be onerous, it is expected that Board members will:

1. Attend and contribute to Board meetings. There are usually eight Board meetings a year. Most of these take place online, but at least two are face-to-face.
2. Take responsibility for leading one of the areas of TTA’s strategic activity. We are particularly interested in the areas of developing the Regional hubs; social media exploitation; CPD; membership recruitment and member support. We are also seeking someone who could act, in addition, as Treasurer. If members have particular expertise in a different but relevant field, we would be happy to consider that as well.

The election process is covered by Board Regulation 101 and the Association’s constitution, both of which can be downloaded from the Association’s website, or a copy obtained by email from the Secretary on request. Members wishing to seek a nomination or indeed to nominate another member are required to complete the form below.

You will be required to obtain a proposer and a seconder from the existing membership.

In addition, elected candidates will be expected to take part in a 30-minute telephone interview with an existing, non-executive, member of the Board following their election. The purpose of this interview is two-fold:

1. To enable the candidate to ask any questions they may have,
2. To explore how the elected member can contribute to one of the areas of strategic activity in which the Board is seeking leadership.

To be eligible to stand for election, a member must comply with Board Regulation 9. 1, which states;

9.1. To be a candidate a person must comply with the following eligibility requirements:

* + 1. Be a current member,
		2. Have paid their subscription for the current year,
		3. Be properly proposed and seconded by two other eligible members of the Association,
		4. Must be able to demonstrate their suitability and competence to serve as a director of the Association,
		5. Ideally, have served on a board of directors previously,
		6. Not be disqualified by reason of provisions in the Company Directors Disqualification Act 1986, the Companies Act 2006, the Insolvency Act 1986 and the provisions of article 22 of the Association’s constitution from being a director of the company.

The closing date for nominations shall be **17.00 on Friday 15th May 2020.** Completed nomination forms must reach the Association’s offices either by email or post on or before this deadline. Each candidate will receive separate confirmation confirming receipt and acceptance of their nomination or otherwise by **Friday 22nd May 2020**.

In the event of a ballot, ballot papers with be prepared and sent to the membership on **Friday 22nd May 2020.** Voting will cease at **17.00 on Friday 26th June 2020**. The results of the ballot will be published on the Association’s website and notified to candidates by **Monday 29th June 2020.** Successful candidates will assume office at the close of the Annual General Meeting, to be held on **Wednesday 30th June 2020 at 16.00,** which will beonline this year**.**

Should you have any questions about this process and procedure please do not hesitate to contact the me on **07494 068363**.

Yours faithfully

**Chris Lenton**

**CT Lenton FTA, FCG, FCCA, FCIM**

**Director & Secretary**

**THE ELECTION OF THE BOARD 2020**

**ONLINE NOMINATION FORM**

**PLEASE COMPLETE THIS FORM CLEARLY. THE INFORMATION THAT YOU PROVIDE ON THIS FORM WILL BE THE INFORMATION USED IN ALL ELECTION MATERIALS**

**Section 1: Personal information**

Name:

Membership grade: Membership number:

Address:

E-mail: Telephone number:

Nationality:

**I confirm that:**

* I am a Member of the Association.
* I agree to be bound by the Association Board’s Terms of Reference - BR 102 refers.
* I have not been convicted of an offence involving deception or dishonesty.
* I am not an undischarged bankrupt.
* I am not disqualified from serving as a company director.
* All the information supplied in this nomination form is correct to the best of my knowledge.
* If elected, I consent to serve on the board and as a Director of the Association.
* I am not disqualified from standing as a Director under the Company Directors Disqualification Act 1986, the Companies Act 2006 and the Articles of the Association.
* If elected, I agree that I will abide by The Board Terms of Reference (see copy below).

**Signature of Nominee:**

­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Electronic Signatures Accepted**

**Please Note:**

Board Members must act in the Association’s interests only, cannot derive any personal benefit or gain from the Association and may not normally undertake any paid work on behalf of the Association. If you have a potential conflict of interest that you believe may prevent you from fulfilling the duties of a member of the board, please contact the Secretary, in confidence, before submitting this form.

**Section 2: Personal statement**

**Your Personal Statement, which will be published for Members to read in the event of an election should be no longer than 250 words and should cover the following areas:**

1. Why you wish to stand for election to the Board?
2. What strategic skills and experience you will bring to the Board?
3. What will you do to help grow the association and how would you like your impact to be assessed?
4. Previous Board experience
5. Where you believe the future lies for the Association

**Section 3: Nominee supporting information**

1. **CURRENT POSITION / RELEVANT EXPERIENCE:** What experience do you bring? Please provide details of your current role or any relevant Board experience or associated work in support of your nomination in no more than 50 words.
2. **TUTORING SECTOR:** The sector, eg one to one, residential , on-line etc in which this experience has been gained.
3. **PLEASE DETAIL YOUR INVOLVEMENT WITH THE ASSOCIATION TO DATE IF ANY** (in no more than 50 words):

**Section 4: Nomination**

**Proposer:**

**I confirm that:**

* This person is known to me and is, in my opinion, a fit and proper person of good standing.
I fully support their nomination to the Board of the Association.
* I am a current a Member or Associate Member of the Association and will continue in membership for the duration of the election process.

Name of Proposer:

Signature of Proposer:
**Electronic Signatures Accepted**

Address:

Membership grade: Membership number:

Office currently held (if any):

**Seconder:**

**I confirm that:**

* This person is known to me and, is in my opinion, a fit and proper person of good standing.
I fully support their nomination to the Board of the Association.
* I am a current a Member of the Association and will continue in membership for the duration of the election process.

Name of Seconder:

Signature of Seconder:

**Electronic Signatures Accepted**

Address:

Membership grade: Membership number:

**Section 5: Returning this form**

This nomination form and your personal statement must be received at the address below no later than **17:00 UK time on Friday 15th May 2020** addressed to:

 **THE SECRETARY,
THE** **TUTORS’ ASSOCIATION**,
**15 BENCOMBE ROAD,
Marlow, BUCKS, SL7 3NZ

Fax number: +44 (0)1628 890131
Mobile for queries: 07494 068363**
E-mail: **clenton@thetutorsassociation.org.uk**

**Before returning this form it is very important that you read Section 6 below.**

**Section 6: Notes**

1. These elections are governed by Association’s Election Procedures. A copy of the procedures is available on request from the Association’s Secretary.
2. Only current Corporate Members, Fellows, and Members of the Association may be nominated or may propose or second a nomination. If you or your proposer or your seconders are not Voting Members of the Association at the closing date for nominations, your nomination will be invalid.
3. The information that you provide on this nomination form will be the information used in all election materials. Please ensure that all information (including designatory letters) that you wish to be included in the election materials are included on the nomination form. The Association cannot guarantee that any supplemental information you provide either on your personal statement or separately will be included in the election materials.
4. Please ensure that all sections of the form are completed and signed, or your nomination could be invalidated. It is not necessary for all the information to be returned on one form.
5. We reserve the right to check the details that you have provided on your nomination form and within your personal statement. The Association will not publish any personal statement that it believes to contain inaccurate or untruthful information, could be potentially libellous or could subject the Association to any legal action or discredit it in any way.
6. If your responses where indicated in Section 3 of the form exceed 50 words, or your personal statement contains over 250 words, they will be returned for editing if possible, before the closing date for nominations. However, should time not allow, or if we are unable to contact the nominee prior to the closing date, they will be cut at the point they reach the maximum number of words. In the event that a statement is not received in due time, the nomination will go forward to election, but will be marked ‘Personal Statement not provided’.
7. We accept emails, faxes or scanned copies of signed nomination forms until **17:00 UK time on Friday 15th May 2020.**
8. You may e-mail or fax your nomination form and personal statement to us before the closing date of 15th May 2020. We will use the latest version of the form and statement that we receive prior to the closing date and no amendments will be accepted after 17:00 UK time on 15th May 2020.
9. **This article is temporarily suspended due to the Covid-19 Virus outbreak and all electronic nominations will be accepted.** [Article i): We must receive original copies of your nomination form and the original signatures of your proposer and seconders within five working days of this date, ie. 17:00 UK time on 22nd May 2020. Non-receipt by this date will render the nomination invalid.]

**Section 7: BR 102 Board Terms of Reference**

Members of the Board of the Association are jointly and severally responsible for the overall governance of the Association and its affairs, subject to the provisions of the Constitution. The Board is responsible for the strategic direction and for the financial health of the Association, probity of its activities and developing the Association’s aims, objectives and goals in pursuit of its objects. The Board is accountable to the members for the activities and functioning of the Association and the extent to which its objects have been met.

It is The Board’s responsibility to:

1. Give direction on all aspects of the Association’s strategy and policy and develop long-term strategic and policy objectives for the executive and staff to implement
2. Review, approve and, where appropriate, request plans and programmes for achieving objectives
3. Ensure that the Association complies with legislative and regulatory requirements and acts within the confines of its constitution in the furtherance of its objects
4. Identify and monitor agreed key performance indicators, which will be used to implement policy and to develop future policy
5. Approve the Association’s annual budget and monitor progress in relation to the budget and strategy and be satisfied that appropriate financial controls are in place
6. Represent the values, views and policies of the Association to external audiences
7. Promote good relationships within the Association, with Members, Stakeholders and with other organisations
8. Contribute, anticipate and, as appropriate, seek to initiate and influence developments, both within the tutoring profession and in the wider community
9. Respond to and where possible anticipate changes and trends that might affect the Association, including any potential consequences of current or proposed legislative or governmental measures.
10. The Board meet regularly and receive reports from the executive to help them carry out these duties.
11. If, between meetings, board members have any questions or queries, the initial point of contact for these is through the Secretary’s office.
12. The Board is able to delegate powers and functions as it thinks fit and appoint working parties to deal with specific policy issues as appropriate.
13. As individuals, all members of the Board have a duty to:
14. Have a good understanding of and be sympathetic towards the Objects, aims and objectives of the Association
15. Act in the best interests of the Association and its present and future members at all times
16. Remain objective and consider the organisation as a whole, when making decisions
17. Exercise care and diligence in the conduct of Association’s business

1. Observe the highest standards of integrity and confidentiality. Any information of a confidential nature must remain confidential outside of the meeting.
2. Contribute and play an active role in Board meetings, having read and digested the Board papers in preparation for the meeting.
3. Contribute skills, expertise and experience to the work of the Board and to the Association.
4. Explain and support the policies formally adopted by the Board, even where these may differ from individual views. Board members are jointly and severally liable for Board decisions, which should therefore be taken together as a team, recorded accurately and communicated in a unified manner.
5. Refrain from making public statements which could damage The Association’s good reputation or differ from the Board’s formal position even when that position may vary from individual views
6. Avoid or deal appropriately with actual or potential personal conflicts of interest (in line with Association policies) and ensure that the Board and the Association are aware of any conflicts that may exist (whether personal, family, trust or business interests) by recording them in the minutes. If members of the Board do find themselves conflicted, they must not take part in decision making.
7. Refrain from exerting influence to garner any preferential treatment for themselves, their family or any other connected person.
8. Ensure that service on the Board is not used to promote private interests, for personal gain, advantage or in any way which may be to the detriment of the Association.
9. Act in a professional manner and with integrity when dealing with the Association’s members, staff and stakeholders.

**Section 8: BR 103 Board Induction**

1. All new members of the Board shall be required to go through a board induction programme which will be run and designed by the President and Secretary of the Association.
2. The programme will seek to ascertain the members’ experience of operating as a director and at board level and to provide each member with all the relevant background information of the Association and its operations, to enable them to function as a director of the Association.
3. It is recognised that some members will not have had board experience, given the nature of the tutoring profession.
4. Following the Annual General Meeting, at which the new members take office, a separate meeting of the new members will be convened for the purposes of the induction programme.
5. At or before this meeting members will be provided with:
6. The Constitution and Rule Book of the Association
7. The strategic plan
8. The last two sets of the Report and Accounts
9. The current operating report and management accounts
10. The Current operating plan and budget
11. The Roles and Responsibilities of Directors
12. The meeting or indeed meetings will seek to update members’ knowledge of the Association’s operations and inform them of its current challenges.
13. In addition, it will also inform members of the various procedures and meeting protocols that are currently being operated.
14. The first meeting is essentially a two-way forum in which members will be able to ask any question, seek guidance or provide comment.
15. The President and Secretary will provide support and further training as and when required for any member throughout their term on the Board. In addition, the member may request a mentor.
16. The Secretary of the Association is the person to be contacted in respect of all questions in the first instance particularly if they relate to the constitution and governance.
17. All directors are indemnified by the company for their acts and the Association has taken out Third Party and Director and Officers liability insurance.

**By Order of the Board**

**CT Lenton FTA, FCG, FCCA, FCIM**

**Secretary**

14th April 2020