

2022 Director Elections: Information Pack

This information pack contains the following:

- Letter from the chair
- Role of a Director
- Standards of Expected Behaviour
- Election Process
- Nomination Form

If you have any queries or problems regarding the election or process, please contact Shaun on: shaun.delaney@volunteermanagers.org.uk

Letter from the Chair

Dear Member,

2022 Association of Volunteer Managers board elections

I am delighted that you are considering joining the board of the Association of Volunteer Managers.

As a body run both by and for its members, our annual elections represent a fantastic opportunity to stand and/or elect the candidates you feel will be most able to help the volunteer management community meet its aims and objectives.

The board is made up of a maximum of twelve directors. In 2022, we are electing people to serve a four year term on the board of directors.

This pack contains all the information you need to make a decision. I hope you find it useful and you submit your nomination to join the board.

If you have any questions about being a director or what it entails, please do contact me at ruth.leonard@volunteermanagers.org.uk.

Best wishes,

Ruth Leonard

Chair, Association of Volunteer Managers





Role of a Director

The Association of Volunteer Managers (AVM) is a registered company in England and Wales. Overall responsibility and management of the company sits with the Board of Directors.

Responsibilities

An AVM director is a legally appointed member of the board registered with Companies House.

Their responsibilities include:

- ensuring that AVM complies with its governing documents, company law and other relevant legislation or regulations.
- ensuring that AVM pursues its objects as defined in its governing documents.
- ensuring that AVM applies its resources exclusively in pursuance of its objects, setting the overall policy and strategic direction of AVM.
- working towards helping AVM achieve its policy and strategic aims, safeguarding the good name and ethos of AVM.
- helping promote AVM

Directors also support the development and running of AVM by taking on tasks such as projects, elements of the work plan, supporting staff and attending AVM events.

Your contribution to AVM

A director is elected for a term of four years.

At present, the board meets six times a year on alternate months, usually via a three hour online meeting, where all board members attend.

Additional activities such as attending working group meetings and carrying out additional responsibilities can take about 10 hours a month.

Travel expenses are reimbursed where meetings or activities take place in person.

Standards of Conduct

AVM is a non-for-profit organisation and expects directors to uphold the Nolan Principles of Standards in Public Life:

These are:

Selflessness – Directors should act solely in terms of the interest of their members. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity – Directors should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.

Objectivity – In carrying out AVM business, including making AVM appointments, awarding contracts, or recommending individuals for rewards and benefits, Directors should make choices on merit.

Accountability – Directors are accountable for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.

Openness – Directors should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider AVM interest clearly demands.

Honesty – Directors have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts.

Leadership – Directors should promote and support these principles by leadership and example.

To apply to be a director:

The process for electing directors to the board of the Association of Volunteer Managers (AVM) is conducted in accordance with the AVM Articles of Association.

To be eligible, applicants must:

- Be individual members of the AVM.
- Be eligible to be both a UK company director and UK charity trustee.
- Have contributed to one of our committees or projects in the last 24 months,

To stand for a position you need to fill out an application form (available as part of this pack) and fill in all details asked for. The form should be returned by 5pm on Monday 17 October 2022.

Please return forms to Shaun Delaney (shaun.delaney@volunteermanagers.org.uk).

Election process

- If there are fewer applicants who meet the criteria than spaces on the board, all applicants will be put to the AGM election on 4 November 2022.
- If there are more applicants who meet the criteria than spaces on the board, AVM will hold an online ballot where nominees who received the most votes will be elected as directors of AVM
- Only individual members of the Association of Volunteer Managers may vote in the election
- Successful candidates must receive a minimum of two votes
- In the event of a tie the Board will make the final decision.
- The results will be announced at the AGM on 4 November 2022.

Once successful, candidates will be asked to provide personal details in order to be registered as directors at Companies House. Proof of identity may also be required at this stage. Should any person be found to be ineligible for any reason of law they will not be admitted to the board.

Timetable

Deadline for applications	Monday 17 October 2022, 9am
Voting starts	Wednesday 27 October 2022
Voting ends	Wednesday 2 November 2022
Results announced	Friday 4 November 2022