



## CALL FOR NOMINATIONS FOR THE ELECTION OF THREE GENERAL BOARD MEMBERS

Nominations are invited for the election of three General Board Members to take office from the FPH Annual General Meeting on 12 June 2019. The posts are open to all FPH voting members in good standing. The term of office is three years, ie until the FPH AGM in 2022.

Sue Atkinson, Chris Packham and Harry Rutter, our current General Board Members, will complete their first term of service at the AGM. All are eligible to stand for re-election for a second term; Harry Rutter has indicated that, due to pressure of other work, he will not be re-standing.

Explanatory notes about the election procedure are given overleaf, together with a post description. Please read these carefully before making your nomination(s). Each candidate must be proposed and seconded on the enclosed nomination form which must also contain the candidate's signed agreement to nomination and willingness to serve if elected. Candidates must provide a statement not exceeding 300 words on the reverse of the nomination form. If the election is contested, there will be a ballot of all FPH voting members and the statements will be reproduced in the ballot papers.

General Board Members are FPH trustees and candidates are advised to read *'The Essential Trustee: What you need to know, what you need to do'* before assenting to nomination. This can be found on the Charity Commission's web site -

<http://www.charitycommission.gov.uk/publications/cc3.aspx>. All candidates are required to confirm that they have not been disbarred from acting as a trustee at any time in the past.

The deadline for receipt of nominations is **noon on Monday 22 October 2018**.

Maggie Rae  
Registrar

10 September 2018



## EXPLANATORY NOTES

### NOMINATION OF GENERAL BOARD MEMBERS

#### Voting members

In accordance with Standing Order 14, the following members in good standing are defined as voting members for the purposes of the election of General Board Members: Fellows and Honorary Fellows, Members and Honorary Members, Diplomate Members and Specialty Registrar Members.

#### Eligibility to make nominations and to vote

In accordance with the electoral scheme, only voting members whose names are included in the FPH electoral roll at the opening date for nominations shall be eligible to make nominations. Likewise, only voting members whose names are included in the FPH electoral roll at the date of despatch of ballot papers shall be eligible to vote.

#### Procedure for nomination of candidates

In accordance with the electoral scheme:

- each nominee shall be proposed and seconded by two FPH voting members whose names are included in the electoral roll (otherwise it shall be invalid);
- any nomination received after the closing date specified shall be invalid (noon on Monday 22 October 2018).

#### Candidates

In accordance with Standing Orders 14 and 37.1, Fellows and Honorary Fellows, Members and Honorary Members, Diplomate Members and Specialty Registrar Members in good standing may be nominated. All candidates and their proposers must be in good standing, including meeting the FPH minimum requirements for CPD. Those elected will become trustees of FPH and must accept the responsibilities this will entail. Each candidate will be required to confirm that they have not been disbarred from acting as a trustee at any time in the past.

#### Electoral statement

An electoral statement of not more than 300 words (not counting dates) should accompany the nomination using the form provided. It should be clearly presented and sent by e-mail as an attachment to [carolinewren@fph.org.uk](mailto:carolinewren@fph.org.uk) (see instructions on second page of nomination form). Statements received after the closing date for nominations or which contain material which the Registrar considers could be defamatory or offensive will not be published. Any text which exceeds the word limit will be terminated at the 300<sup>th</sup> word.

*September 2018*



## FPH GENERAL BOARD MEMBER

### Post description

#### Introduction

The Faculty of Public Health (FPH) is the leading professional body for public health specialists and practitioners in the UK, with a membership of almost 4,000 professionals around the world. The Faculty is a registered charity and a joint faculty of the three Royal Colleges of Physicians of the UK.

The Faculty is governed by a democratically elected Board of Trustees. Chaired by the President, it is the ultimate decision-making body within the organisation. The trustees have independent control over, and legal responsibility for, the charity's management and administration. All trustees, and election candidates for Board positions, are advised to read the Charity Commission's guide on "[the essential trustee what you need to know, what you need to do](#)". The Faculty's governing document is its [Standing Orders](#).

Accountable to the FPH Board, General Board Members draw on their specialist expertise to advise the Board on strategic and operational matters. They represent the views and interests of the general membership body and serve as ambassadors for the organisation. General Board Members are trustees of the Faculty and voting members of the Board.

General Board Members serve a three year term of office and are elected by a ballot of all FPH voting members. They can stand for a second term of three years.

#### Primary responsibilities

- To serve as a trustee of FPH as outlined in the FPH Trustee Handbook.
- With other trustees, to ensure that FPH is solvent, well run, delivers its charitable Objects, acts within its Standing Orders and complies with charity law.
- To attend and contribute to approximately five Board meetings per year and further ad hoc contributions via telephone and email.
- To represent the views and interests of the general FPH membership.
- To promote FPH policies and initiatives.
- To serve as an ambassador for FPH.

Any specific duties associated with the post will be discussed and agreed with the Chair of the Board as part of the induction programme.



## Person specification

- FPH voting member in good standing, including meeting the FPH requirements for CPD
- Willingness to devote the necessary time and effort, including appropriate trustee training
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The post is non-remunerated. Reasonable expenses will be reimbursed in line with the FPH expenses policy.

*September 2018*



*All nominations should reach the Registrar by noon on Monday 22 October 2018*

## NOMINATION FOR ELECTION OF THREE GENERAL BOARD MEMBERS

We, the undersigned, being FPH voting members in good standing propose for election as General Board Member:

**CANDIDATE'S NAME** ..... (block letters)

**PROPOSER** ..... (block letters)

**Signature\*** ..... **Date** .....

**SECONDER** ..... (block letters)

**Signature\*** ..... **Date** .....

I, being a voting member of the Faculty of Public Health, agree to accept nomination for election as General Board Member and to serve if elected for a term of three years. I confirm that I am in good standing, including meeting the FPH minimum requirements for CPD. I understand that, if elected, I will become a trustee of FPH and accept the responsibilities this will entail. I confirm that I have not been disbarred from acting as a trustee at any time in the past.

**Candidate's signature\*** ..... **Date** .....

*\* Electronic signatures are accepted on this nomination form.*

***The nomination form and supporting statement (see over) should be returned either by post to the Registrar at the Faculty of Public Health, 4 St Andrews Place, London, NW1 4LB or by email to [carolinewren@fph.org.uk](mailto:carolinewren@fph.org.uk) by noon on Monday 22 October 2018.***



**FACULTY OF  
PUBLIC HEALTH**

## **ELECTION OF THREE GENERAL BOARD MEMBERS**

**NAME** ..... (block letters)

**PRESENT APPOINTMENT** (*job title and employer's name*)

..... (block letters)

.....

.....

### **STATEMENT**

*Please provide below your supporting statement. If the election is contested, your statement will be reproduced in the ballot papers. The statement should not exceed 300 words. Any text which exceeds this limit will be terminated at the 300<sup>th</sup> word.*

*Your statement should be submitted with your nomination form. If your form is provided in hard copy or as a pdf file, please provide a further copy of your statement as an email attachment in Word or Rich Text Format. This should be sent to [carolinewren@fph.org.uk](mailto:carolinewren@fph.org.uk).*