

Nominations 2020



Arboricultural Association

The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire GL10 3DL

Telephone: 01242 522152 | Website: www.trees.org.uk

The Arboricultural Association

As the largest arboricultural institution in the UK the Arboricultural Association (AA) has continued to grow and develop, serving the needs of all those involved in tree care, providing a home for all sectors of arboriculture - civic, commercial, utility and academic - and providing support and services for all levels of tree care professionals - craft, technical, supervisory, managerial or consultancy.

We now invite nominations from individual members willing and able to volunteer their time and effort to support our work and aims, by acting as Trustees and /or Committee members. Information and further details regarding the Association's vision, values and the current strategic plan can be found within the "About us" section on the AA website – www.trees.org.uk.

If elected, you will have the opportunity to influence arboriculture in the very widest sense with our activity in areas such as training and education, standards, biodiversity, biosecurity, green infrastructure, political engagement, press, publicity and partner engagement. With the impact of Covid19 upon our sector and the wider economy not yet fully seen, the need for members to step up and help the Association is greater than ever.

Board Trustees: 2 places – all vacancies by retirement (completion of 3-year term)

Trustees serve on the governing body of the AA and have ultimate responsibility for directing the strategic affairs of the AA, ensuring that we are solvent, well-run, and delivering our charitable goals. As a Trustee, you will be part of the AA's Board, a small group of Directors who meet 4 -5 times a year to determine the strategic direction and oversee the operational and financial affairs of the AA. For newly elected Trustees, support and guidance is provided to enable you to fulfill your role and maximise your contribution.

Committee Vacancies:

1. Professional Committee: 3 places
2. Education and Training Committee: 7 places
3. Media and Communications Committee: 3 places

Through their makeup of elected and co-opted members representing the wide span of the Association activities the various Committees provide advice to the Trustees and Staff. As a committee member, you will join a group who support the Association on specific arb matters and undertake projects with the support of staff at HQ.

AGM 2020

**The AGM 2020 will be held digitally, via Zoom conference facilities, at 6pm,
on Monday 7th September 2020.**

ELECTION OF TRUSTEES

For the term AGM **7th September 2020** to AGM **September 2021** (*date to be advised*)

TRUSTEES

Under Article of Association 34, notice is hereby given of the election of Trustees for the period 7th September 2020 to AGM 2021 for the AA (Charity No: 1083845). When complete, the Board will consist of at least 8, and not more than 12, individuals, all of whom must be members.

Unless determined otherwise by ordinary resolution, the maximum Board number shall be a total of 12 including up to 9 elected Directors and up to 3 co-opted Directors.

As of the AGM 2019, there were 9 elected AA Trustees:
(Number in brackets indicates year of election)

Jaime Bray (17); Navin Sehmi (17)

Alastair Durkin (18); Jenny Long (18); Michelle Ryan (18)

Ian Murat (19); Keith Sacre (19); Mike Sankus (19); Alan Simson (19)

Retiring Directors

Under article 32 (1), all Directors who have served a term of three years shall retire from office except any Director who is in mid-term of office as the Chairperson. Under this article, the following Trustees are required to stand down/ have stood down: -

Jaime Bray (17); Navin Sehmi (17)

There is currently 1 co-opted Trustee: - Laurence Vine-Chatterton (19)

Co-opted Trustees hold office until the AGM (7th September 2020) and may apply for election to be an elected Trustee using the enclosed form, or request co-option by the Trustees for a further 1 term of office.

TRUSTEE – ROLE & RESPONSIBILITIES

Information regarding the role and responsibilities of charity Trustees can be found via the Charity Commission

<https://www.gov.uk/government/organisations/charity-commission>

Further guidance is also available on the AA Website in the Trustees section, including the Association's Memorandum and Articles of Association.

(see www.trees.org.uk/About-Us/Association-Information or contact the Chief Executive).

All Trustees become Directors of the Arboricultural Association (Company No 4070377).

The Chair & Vice-Chair additionally become Directors of the Arboricultural Association Trading Limited (Company No 05180170).

Roles and responsibilities of Company Directors can be found here –

www.gov.uk/running-a-limited-company/directors-responsibilities

The role of Trustee Directors within the AA is to have control of the Charity and its property and funds. It is the job of the Trustee Directors to appoint a Chairman, Treasurer, and other Honorary Officers from among their numbers.

Nominees for trusteeship are asked to complete the form overleaf in full.

Incomplete nominations will **not be valid**.

Nominations must be received by the Association via an email to **BOTH** the following email addresses:

Stewart@trees.org.uk and Hanif@trees.org.uk by **5pm on Friday 31st July 2020**.

All nominations will be acknowledged. Nominees will be informed of results shortly after the AA AGM, which is being held, via Video Conference, on **Monday 7th September 2020**.

**In the event of the need to call an election at AGM
(i.e. if the number of nominees exceeds the number of spaces),
the AA will communicate to all AA members the information you have provided
in your application as your election manifesto.**

TRUSTEE APPLICATION (Page 1 of 2)

NAME (Print) Date

**PART A - Please clearly state your reasons for wishing to be elected or re-elected as a Trustee of the AA.
(This information will be published as part of your application).**

**PART B - Please list any skills and experience you believe are relevant in support of the vision, values
and the strategic development of the Association.
(This information will be published as part of your application).**

(500 words maximum between both sections)

TRUSTEE APPLICATION (Page 2 of 2)

TRUSTEE DECLARATION:

I am willing to act as a Trustee of the charity AA and become a Director of the Arboricultural Association

Name (Print): _____
Date: _____
AA Membership Number: _____
Address: _____
County & Postcode: _____
Telephone (Work): _____
Mobile: _____

I declare that:

- I am not disqualified from acting as a charity Trustee
- I am capable of managing and administering my own affairs
- I do not have an unspent conviction relating to any offence involving deception or dishonesty
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (*ignore if discharged from such an arrangement*)
- I am not subject to a Disqualification Order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the *Insolvency Act 1986*
- I have not been removed from the office of charity Trustee or Trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the *Law Reform (Miscellaneous Provisions) (Scotland) Act 1990*, preventing me from being concerned in the management or control of any relevant organisation or body

Signature _____ **Date** _____

(Signature not necessary if returning by email. Your email address will be taken as your authority for the nomination)

**Nominations must be received by the AA no later than 5:00 pm on Friday 31st July 2020.
Send your application to both of the following email addresses, or by post to the Association's
Headquarters at the address listed below.**

EMAIL: stewart@trees.org.uk AND hanif@trees.org.uk

POST: Arboricultural Association, The Malthouse, Stroud Green, Standish, Stonehouse GL10 3DL

AA COMMITTEES 2020-2021

AA Committees for 2020/2021 – Vacancies

- 3 x Professional Committee (*Co-opts welcome*)
- 7 x Education and Training Committee (*Co-opts welcome*)
- 3 x Media and Communications Committee (*Co-opts welcome*)

Committee election, termination and responsibilities

1. Elections to the Committees of the AA are held annually.
2. To qualify for Committee membership, nominees must be AA members (for at least 12 months) at Corporate, Fellow, Professional, Technician, Associate or Foundation grade.
3. Committee members must be willing and able to attend 4 meetings per year and contribute the time and effort necessary between meetings to achieve objectives/projects within agreed timescales.
4. Committee members will be elected from nominees by the Committee Chair or the AA's Board of Trustees.
5. Committees operate from AA AGM to AA AGM.
6. Committee members are generally expected to serve a 3-year term, after which they must retire, but may stand immediately for re-election.
7. Committee members may reclaim reasonable travel expenses for attending approved meetings.
8. Committees may propose the co-option of as many members as is necessary to affect their business (e.g. providing specialist knowledge, skills, advice or opinion). Co-options are determined by the Committee. They have no voting powers and co-option terminates at AA AGM.

Please note:

Existing committee members (highlighted in **red** font below) are required to stand down at AGM 2020 after 3 years membership.

These members (and any other person who has been an eligible AA member for at least 12 months) are entitled to stand for re-election by completing the application form on pages 8 & 9.

Co-opted members will automatically retire at AGM and are also entitled to stand for re-election by completing the application form on pages 8&9. Appointment as a co-opted member is **NOT** automatic and depends on the Committee's wishes.

How to apply: *Complete the form overleaf*

All nominations will be acknowledged upon receipt.

All Trustee nominees will be informed of results shortly after the AA Board meeting, being held on the evening of **7th September 2020**.

All Committee nominees will be informed shortly after the next committee meeting following the AGM, these meeting are typically scheduled to take place in October following the AGM.



Committee Remits & Members (as of 1st June 2020) were:-

Remit	Election year and name (C) = Co-opted
<p>Professional Committee:</p> <p>(a) The professional status of the AA. (b) The Registered Consultants and ARB Approved Contractors Schemes (in co-operation with AA Trading Limited). (c) Liaison contacts with government and other institutions (d) Liaison with other professional bodies. (e) Arboricultural practice: legislation, codes of practice, etc. (f) Services to practicing members. (g) Those actions identified in the Business Plan and agreed by Trustees.</p>	<p>18 Sankus, Mike (<i>Chair</i>) 19 Barton, Paul 19 Bolton, Nick (<i>CWG</i>) 17 Fuller, James 18 Quaife, Jim 17 Underhill, Graham 18 Hawkins, Andy 18 Griffies, Charlie (C) Ryan, Michelle (<i>WIA</i>) (C) Gardner, Andy (<i>UAG</i>) (C) Sehmi, Navin (<i>AWG</i>)</p>
<p>Education and Training Committee:</p> <p>(a) Arboricultural education, training and research. (b) Input to the development of a programme of events: workshops, seminars etc. (c) Awarding of the Arboricultural Association research grants. (d) To influence the syllabus and standards of professional examinations. (a) Setting and monitoring standards of Continuing Professional Development within the Association. (e) Liaison with awarding bodies. (f) Membership structure. (g) Careers and apprenticeships. (h) Those actions identified in the Business Plan and agreed by Trustees.</p>	<p>18 Westmore, Stephen (<i>Chair</i>) 19 Rolph, William (<i>Vice Chair</i>) 17 Harris, Aran 17 Hirons, Andrew 17 Jackson, Robin (C) Pinder, Andy (C) Collins, Paul (C) Summerley, Andrew</p>
<p>Media and Communications Committee:</p> <p>(a) Publicity policy and strategy. (b) Input to Arboricultural Association publications: Journal, The ARB Magazine, Guidance Notes and leaflets. (c) Promotional literature (e.g. membership recruitment literature). (d) The annual Amenity Conference. (e) The ARB Show. (f) The Association's website. (g) Those actions identified in the Business Plan and agreed by Trustees</p>	<p>18 Long, Jenny (<i>Chair</i>) 18 Warren, Jon 17 Robson, Joe 18 Rowe, Alan 19 Price, John (C) McNicol, Kirsty (C) Rotherham, Ian (<i>Journal Editor</i>)</p>

COMMITTEE MEMBER APPLICATION (Page 1 of 2)

NAME (Print): _____

Reasons for wishing to be elected as a member of the _____ Committee
(please state which)

Please list any skills and experience you believe are relevant in support of the vision, values and the strategic development of the Association.

(500 words maximum between both sections)

Trustees and Committee Chairs will choose the most suitable candidates based on the reasons for application, skills and experience outlined above.

COMMITTEE MEMBER APPLICATION (Page 2 of 2)

DECLARATION:

I am willing to act as a Committee member of the AA and understand that this will normally entail attending a minimum of four meetings a year and time and energy between meetings to achieve the objectives of the Committees within agreed timescales.

Name (Print): _____

Date: _____

AA Membership Number: _____

Address: _____

County & Postcode: _____

Telephone (Work): _____

Telephone (Mobile): _____

Signature: _____

(Signature not necessary if returning by email. Your email address will be taken as your authority for the nomination).

**Nominations must be received by the AA no later than 5:00 pm on Friday 31st July 2020.
Send your application either by email to both of the following email addresses, or by post to
the Association's Headquarters at the address listed below.**

EMAIL: stewart@trees.org.uk **AND** hanif@trees.org.uk

POST: Arboricultural Association, The Malthouse, Stroud Green, Standish, Stonehouse GL10 3DL