

Arboricultural Association

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

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

The Arboricultural Association

Can you help us continue to build the profile of Arboriculture and the Association both domestically and internationally? As the largest arboricultural institution in the UK the Arboricultural Association (AA) continues to grow and develop, serving the needs of all those involved in amenity 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 Associations vision, values and the strategic plan, for the period 2018 – 2020 can be found within the “About us” section on AA website – www.trees.org.uk

If elected, you will have the opportunity to influence Arboriculture in the very widest sense; guiding our activity in areas such as training and education, standards, biodiversity, biosecurity, green infrastructure, political engagement, press, publicity and partner engagement. The list is already long, and growing, almost by the day as our success generates even more opportunity.

Board Trustees: (3 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 - 4 places** (3 by retirement; 1 vacancy)
2. **Education and Training Committee - 1 place** (by retirement)
3. **Media and Communications Committee - 4 places** (3 vacancies; 1 resignation)

Committee members, Working Groups and Task Forces provide advice to the Trustees. Their make up through elected and co-opted members represents the wide span of the Association. 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.

ELECTION OF TRUSTEES

For the term AGM **10th September 2018** to AGM **09th September 2019**

TRUSTEES

Under Article of Association 34, notice is hereby given of the election of Trustees for the period 10th September 2018 to AGM 2019 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 2017, there were 9 elected AA Trustees:
(Number in brackets indicates year of election)

(16) **Sacre**, Keith¹

(15) **Collins**, Ged

(17) **Sehmi**, Navin

(17) **Bray**, Jaime²

(15) **Durkin**, Alastair⁴

(16) **Sankus**, Mike

(17) **Holmes**, Simon³

(15) **Cocking**, Jon

(16) **Murat**, Ian

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/or have stood down: -

Cocking, Jonathan

Collins, Ged

Durkin, Alastair

There are currently 2 co-opted Trustees: -

Jackson, Robin⁵

Vine-Chatterton, Laurence⁶

Co-opted Trustees hold office until the AGM (10th September 2018) and may apply for election to be an elected Trustee using the enclosed form or request co-option by the Trustees for a further one term of office.

¹ Currently Chair (from 2016)

² Currently Vice Chair

³ Currently Chair of Professional Committee

⁴ Was Chair of Media and Communications Committee, until January 2018.

⁵ Currently Chair of Education and Training Committee

⁶ Currently Treasurer

TRUSTEE – ROLE & RESPONSIBILITIES

The role and responsibilities of charity Trustees can be found in Charity Commission booklet CC3, which is downloadable free from –

www.charity-commission.gov.uk/Publications/cc3.aspx

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

Roles and responsibilities of Company Directors can be found on –

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.

Further details are available from the Association's Memorandum and Articles of Association (see www.trees.org.uk/About-Us/Association-Information or contact the Chief Executive).

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 20th July 2018**.

All nominations will be acknowledged and nominees informed of results after the AA AGM, which is being held at the Annual Conference, on **Monday 10th September 2018**.

**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

NAME (Print) Date

Please clearly state your reasons for wishing to be elected or re-elected as a Trustee of the AA.

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)

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 20th July 2018.
Send your application to both of the following email addresses listed below or the Association's Headquarters
Postal address listed below.

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

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

AA COMMITTEES 2017–2018

Working under the direction of the Board of Trustees, the responsibilities and members of the AA's Committees for the period AGM 2017 to AGM 2018 were as follows.

Please note:

#1 Denotes the member is required to stand down at AGM 2018 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.

#2 Denotes resigned during the year.

(C) 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.

Remit	Election year and name (C) = Co-opted
<p>Professional Committee:</p> <p>(a) The professional status of the AA.</p> <p>(b) The Registered Consultants and ARB Approved Contractors (in co-operation with AA Trading Limited) Schemes.</p> <p>(c) Liaison contacts with government and other institutions</p> <p>(d) Liaison with other professional bodies.</p> <p>(e) Arboricultural practice: legislation, codes of practice, etc.</p> <p>(f) Services to practising members.</p> <p>(g) Those actions identified in the Business Plan and agreed by Trustees.</p>	<p>15 Holmes, Simon (Chair) #1</p> <p>15 Sankus, Mike #1</p> <p>15 Quaife, Jim #1</p> <p>16 Barton, Paul</p> <p>16 Bolton, Nick</p> <p>17 Fuller, James</p> <p>17 Underhill, Graham</p> <p>(C) Cocking, Jonathan</p>
<p>Education and Training Committee:</p> <p>(a) Arboricultural education, training and research.</p> <p>(b) Input to the development of a programme of events: workshops, seminars etc.</p> <p>(c) Awarding of the Arboricultural Association research grants.</p> <p>(d) To influence the syllabus and standards of professional examinations.</p> <p>(e) Setting and monitoring standards of Continuing Professional Development within the Association.</p> <p>(f) Liaison with awarding bodies.</p> <p>(g) Membership structure.</p> <p>(h) Careers and apprenticeships.</p> <p>(i) Those actions identified in the Business Plan and agreed by Trustees.</p>	<p>(C) Jackson, Dr Robin (Chair)</p> <p>15 Cooper-Abs, Christopher #1</p> <p>16 Rolph, William</p> <p>16 Yeomans, Dan</p> <p>17 Harris, Andrew</p> <p>17 Hiron, Andrew</p> <p>17 Ryan, Michelle</p> <p>(C) Collins, Paul</p> <p>(C) Summerley, Andrew</p> <p>(C) Westmore, Stephen</p>

Remit	Election year and name (C) = Co-opted
<p>Media and Communications Committee:</p> <p>(a) Publicity policy and strategy.</p> <p>(b) Input to Arboricultural Association publications: Journal, The ARB Magazine, Guidance Notes and leaflets.</p> <p>(c) Promotional literature (e.g. membership recruitment literature).</p> <p>(d) The annual Amenity Conference.</p> <p>(e) The ARB Show.</p> <p>(f) The Association's website.</p>	<p>16 Jenks, Paul (Chair – from Jan 2018)</p> <p>16 Durkin, Alastair (Chair until Jan 2018; resigned May 2018)</p> <p>16 Westropp, Malise</p> <p>17 Holliday, Tim</p> <p>17 Robson, Joe</p> <p>(C) Price, John</p> <p>(C) Rew, Matthew</p> <p>(C) Rotherham, Ian (Journal Editor)</p> <p>(C) Rowe, Alan</p> <p>(C) Warren, Jonathan</p>

AA Committees for 2018/2019 – Spaces vacant

4 x Professional Committee *(Co-opts welcome)*

1 x Education and Training Committee *(Co-opts welcome)*

4 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 Ordinary 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. A maximum of 8 Committee members will be elected from nominees by 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.

How to apply: Complete the form overleaf.

All nominations will be acknowledged and nominees informed of results shortly after the AA Board meeting, being held on the evening of **10th September 2018**.

COMMITTEE MEMBER APPLICATION

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 people based on your reasons for application and your skills & experience.

COMMITTEE MEMBER APPLICATION

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): -----

Mobile: -----

Signature: -----

(Signature is 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 20th July 2018.

Send your application to both of the following email addresses listed below or the Association's Headquarters
Postal Address listed below.

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

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