

Nominations 2019



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 Association's vision, values and the strategic plan for the period 2018 – 2020 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; 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 opportunities.

Board Trustees: (4 places)

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)
2. Education and Training Committee: (5 places)
3. Media and Communications Committee: (5 places)

Committees and working groups 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 **9th September 2019** to AGM **September 2020**

TRUSTEES

Under Article of Association 34, notice is hereby given of the election of Trustees for the period 09th September 2019 to AGM 2020 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 2018, there were 8 elected AA Trustees:
(Number in brackets indicates year of election)

Ian Murat (16); Mike Sankus (16)

Jaime Bray (17); Simon Holmes (17); Navin Sehmi (17)

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

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: -

Ian Murat (16); Mike Sankus (16)

In addition, Simon Holmes has submitted his resignation from the Board as of the 2019 AGM

There are currently 2 co-opted Trustees: -

Laurence Vine-Chatterton (18) and Keith Sacre (18)

Co-opted Trustees hold office until the AGM (09th September 2019) 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.

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) and the Arboricultural Association Trading Limited (Company No 05180170). 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 19th July 2019.

All nominations will be acknowledged and nominees informed of results after the AA AGM, which is being held at the Annual Conference, on **Monday 09th September 2019**.

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

**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 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 19th July 2019.
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

AA COMMITTEES 2018–2019

AA Committees for 2018/2019 – Vacancies

- 4 x Professional Committee (*Co-opts welcome*)
- 5 x Education and Training Committee (*Co-opts welcome*)
- 5 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:

#1 Denotes the member is required to stand down at AGM 2019 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.

(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.

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 **9th September 2019**.

All committee nominees will be informed shortly after the next committee meeting following the AGM. These dates are currently scheduled as being - Education & Training (15th October); Professional Committee (10th October) and Media & Communications (16th October).

Committee Remits & Members (as of 1st July 2019) were: -

Remit	Election year and name (C) = Co-opted
<p>Professional Committee:</p> <ul style="list-style-type: none"> (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. 	<ul style="list-style-type: none"> 18 Sankus, Mike (<i>Chair</i>) 18 Holmes, Simon 16 Barton, Paul #1 16 Bolton, Nick (<i>CWG</i>) #1 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>Education and Training Committee:</p> <ul style="list-style-type: none"> (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. 	<ul style="list-style-type: none"> 18 Westmore, Stephen (<i>Chair</i>) 16 Rolph, William (<i>Vice Chair</i>) #1 17 Harris, Aran 17 Hirons, Andrew 17 Jackson, Robin (C) Pinder, Andy (C) Collins, Paul (C) Summerley, Andrew
<p>Media and Communications Committee:</p> <ul style="list-style-type: none"> (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. 	<ul style="list-style-type: none"> 18 Long, Jenny (<i>Chair</i>) 18 Warren, Jon 17 Robson, Joe 18 Rowe, Alan 17 Price, John (C) McNicol, Kirsty (C) Rotherham, Ian (<i>Journal Editor</i>)

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 candidates based on the reasons for application, skills and experience outlined above.

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.

Nominations 2019

Name (Print): _____

Date: _____

AA Membership Number: _____

Address: _____

County & Postcode: _____

Telephone (Work): _____

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 19th July 2019.
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