



Making your retirement work for you.

PATRONS: Ethel Armstrong MBE

Ken Jarrold CBE

## **Election of Fellowship Country / Regional Representatives**

### **Introduction**

It is important that members who are considering allowing their names to be put forward for election are aware of the responsibility of the role. A detailed role description is available and further information can be obtained from the Central Office.

### **Managing Vacancies**

#### ***Resignations***

Representatives are asked to give as much notice as possible of a planned resignation in order to inform members as widely as possible of the vacancy. Notice of resignation should be sent to the Fellowship Chairman and copied to the Chief Executive at Central Office.

#### ***Period of office***

Country or Regional Representatives are nominated for election from the membership, by branches within the region / country for a period of up to three years. At the end of the period, or as a result of the resignation of the standing Country / Regional Representative, an election must take place.

Representatives may be nominated to serve a second three year period; after six years the standing Representative can only be nominated again in the absence of any other nominees and then for a period of one year.

Representatives may be elected for a period of less than three years only if this is considered to be in the best interests of the Country /Region or the national organization, or in specific circumstances.

#### ***Publicity and advertising vacancies***

A notice seeking nominations to the post(s) for election or re-election will be published in the newsletter and the website and a letter will be sent out to every branch in the region / country by the Central Office giving a minimum of one calendar month for nominations to be received.

## **Election Process**

### ***Nominations***

Nominations are invited from any member of the Fellowship; there is no restriction on the length of time of membership or whether the nominee is an ordinary member or a branch committee member. Individual members and branch committees may nominate a member for election from any branch in the country / region using the nomination form and returning it to Central Office. Nominees are invited to submit information about their background, how they see their role as a Regional or Country Representative and what skills and experience they would bring to the post. Candidates for election can be invited to a Regional meeting to discuss the role with members, branches and the Development Officer

### ***Elections***

After the closing date for nominations, voting papers will be sent to every branch at least one calendar month before the election with a closing date for receipt of votes.

If the number of nominations received equals the number of vacancies, the nominee(s) will be deemed as elected.

The result(s) of the election may be announced at a country or regional meeting and branches will be notified of the result by post or email to include the information submitted by the nominee(s) stating what skills and experience they bring to the post.

### **Deputy Regional / Country Representatives**

Deputy Country / Regional Representatives will attend National Council meetings in the absence of the Country /Regional Representative and will attend other meetings of representatives as appropriate.

There is no automatic succession to a Country / Regional Representative from a deputy position

Deputy Country/ Regional Representatives are elected at the country / regional meetings, nominations to the post should be from branch members. Vacancies should be posted to local branches; it is not necessary for vacancies to be advertised in the newsletter or on the website

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