WHERE SCIENCE MEETS BUSINESS

NOMINATIONS PROCEDURE

GUIDANCE NOTES FOR MEMBERS STANDING FOR ELECTIONS - 2022

GET INVOLVED

SCI is continuing to focus on delivering our charitable objectives, working at the interface between science and industry, supporting and promoting scientific innovation into industry for the benefit of society. SCI carries out many activities in support of its charitable objectives and these cover awards, conferences and events, scientific publishing, careers support and policy and strategy work.

SCI relies on the support and involvement of its active and dedicated Members, who contribute their valuable time, experience and energy to developing and running many activities for the Society. All Governance Committee Members work as an integral part of the SCI team and successful applicants will find these important roles rewarding in that they support both the current operations and help shape the future of SCI.

If you feel you have relevant experience and a passion for promoting scientific innovation, then please do consider standing for election. The Board of Trustees is keen to ensure diversity of representation across gender, race and age.

2022 POSITIONS

This year, the following positions are available:

7	Ordinary Members of the Board of Trustees
1	Chair of the Finance and Investments Advisory Committee (FIAC)
9	Ordinary Members of the Finance and Investments Advisory Committee (FIAC)
2	Ordinary Member of the Membership Sub Committee
1	Ordinary Members of the Publications Sub Committee (PC)

Across all the vacancies, it is expected that candidates will have either expertise relevant to the position for which they are standing, or an interest to develop their knowledge in the area. Members with existing experience as a Group Officer or member of an Editorial Board are encouraged to consider governance roles as a further step of engagement with the Society. Members interested in joining the governance structure as part of their personal or professional development are also encouraged to apply.

2022 DEADLINES

Nominations open on **Tuesday 12 April 2022** and close at **Tuesday 17 May 2022 at 09:00 am.** Please ensure your nominations are submitted by the deadline.

Nominations submitted after Tuesday 17 May 2022 at 09:00 am cannot be accepted.

CONTACT US

If you have any questions regarding the process please contact us on **AGM@soci.org**

PRINCIPLES OF GOOD GOVERNANCE

The Charity Commission sets out six principles of good governance required from a Trustee, and these are equally applicable to prospective Members of SCI's Advisory and Sub Committees:

- **Understand the role**
- **Deliver the mission**
- **Work as individuals and as a team**
- **Control effectively**
- **Behave with integrity**
- **Be open and accountable**

Further details from the Charity Commission can be found **here.**

To help outline the role and purpose of each Governance Committee a note detailing The Role of the SCI Board of Trustees, Trustee Skills and Competency Matrix, the Terms of Reference for the Governance Committees and SCI Policies are available as part of the nomination application, and can be found here:

(1) CODE AND ETHICS, (2) DIVERSITY POLICY, (3) THE ROLE OF THE SCI BOARD OF TRUSTEES, (4) TRUSTEE SKILLS AND COMPETENCY MATRIX, (5) BoT FINANCE & INVESTMENTS ADVISORY COMMITTEE, (6) BoT MEMBERSHIP (SUB)-COMMITTEE, (7) BoT PUBLICATIONS (SUB)-COMMITTEE.

ELIGIBILITY & CRITERIA – APPLICABLE TO ALL CANDIDATES

The following eligibility criteria apply to all candidates standing for election:

- A candidate for election to any Governance Committee or to the Board of Trustees must be a fully paid SCI Member in good standing at the time of submitting the Nomination Form.
- Please note E-Members are not eligible to stand for elected posts.
- Any candidate who has not adhered to the SCI Code of Ethics, or who has proven to have committed misconduct outside of SCI, will be further reviewed and may be rejected*.

COMPLETING THE NOMINATION FORMS

- Nominations are via an online nomination process.
- Please read carefully the reference documents required for the governance positions and make sure you have any documents required.
- You will be required to provide a passport size photo image (high resolution JPEG) for your candidate profile, to be used for promotion on the day of the AGM. To check whether or not we already have your photo on file, please contact AGM support staff as soon as possible on 020 7598 1500 or **AGM@soci.org**
- Please check through your Nomination Form before submitting.

ADDITIONAL ELIGIBILITY CRITERIA - BOARD OF TRUSTEES

The role of Trustees is more demanding as there are legal obligations and liabilities associated with the role, like those of a company director. Therefore, there are additional criteria (in addition to those listed above for all candidates) that apply to candidates for trustee roles and these are listed below. **If you are applying for a trustee role, please use this checklist:**

- *Skills and Competencies:* Trustees are likely to have good knowledge of SCI and should have the relevant professional experience and personal qualities to be able to take on leadership and ambassadorial roles in the Society. A reference document outlining typical Skills and Competencies of a Trustee is available and should be used to cross check your skills and competencies. Any candidate who based on their application is not considered as outlined in the Skills and Competencies schedule will be further reviewed and may be rejected or their application deferred*

- *Declaration of Eligibility:* In keeping with the requirements laid down by the Charity Commission a Declaration of Eligibility form must be completed and signed. Current Trustees re-standing for a Trustee role do not need to fill in an eligibility form.

- *Sponsor Forms:* Two completed Sponsor Statements are required, to be submitted at the time of application. Both sponsors need to be a fully paid SCI Members in good standing, and one must be currently serving on BoT, FIAC, the Membership Committee (MC), Publications Committee (PC) or the Careers Committee (CC) at the time of the nomination being submitted. Nominations cannot be accepted without accompanying Sponsor Forms. If you are keen to apply for a Trustee role but do not have a sponsor on one of the governance committees listed above, please contact us at **AGM@soci.org**

- *Experience of SCI:* All candidates applying for a trustee role must normally have served at least 12 months as a SCI member before applying.

- *Good standing:* Any candidate who has not adhered to the SCI Code of Ethics, or who has proven to have committed misconduct outside of SCI, will be further reviewed and may be rejected*.

* Nominations will be reviewed and investigated by the CEO. If a candidate is to be rejected or deferred, then these candidates will be brought to the attention of the Chair of the Board of Trustees for a final decision.

OTHER POINTS TO NOTE

- In order to facilitate broader engagement Members are limited to serving on a *maximum of 2* of the following committees: **BoT, FIAC, MC, PC and CC** at any one time. Applications submitted where Members are already serving on 2 of these committees will be rejected.

- Any Member already serving on 2 committees who wants to apply for other committees **must resign one or both of their positions in order to apply for another position** (depending on whether they wish to apply for 1 or 2 other committees). The Nomination Form must state which committee(s) the Member is resigning from.

- In order to ensure the independence of FIAC the number of Trustees sitting on FIAC has been limited to a *maximum of 2*, excluding the chair of FIAC. Please note there will be **2 places available for Trustees on FIAC this year.**

NOMINATIONS CHECKLIST

✓	Ensure you read all documents relevant to the position you wish to stand for.
✓	Ensure you are eligible for the role.
✓	Complete the application forms on the Nominations Survey in full.
✓	For a Trustee role, please ensure you have the 2 completed Sponsor Statements and the Trustee's Eligibility Declaration Form ready to upload as part of your application.
✓	Please ensure you have uploaded a passport style photo and a biog or CV if required.
✓	Submit your application by **Tuesday 17 May 2022.**

Thank you for your interest in supporting SCI.
Start your Nominations Application now.