

## Election of Officers 2024

The Society's networks are now making nominations for the election of two posts of Director/Trustee.

The vacancies are as follows:

**Junior Vice President** – the postholder for 2024-25 will automatically carry on to serve as Senior Vice President (2025-26), President (2026-27) and Immediate Past President (2027-28).

**Vice Chair of Board** – appointment for a three-year term (2024-27)

A job description for the roles is shown in Annex A.

### Nomination process

All full members are eligible for nomination.

A nomination form is provided at Annex B. Nominations must be proposed and seconded by representatives of the Society who are full members.

The nomination form includes a request for some background information on the candidate and should be returned together with a 200-word statement from the candidate in support of their nomination.

The closing date for nominations these posts is 7 June 2024 and completed nominations should be emailed to the Secretary to the Board: ([secretariat@planningofficers.org.uk](mailto:secretariat@planningofficers.org.uk)) by 17.00 on that date.

The Immediate Past President will be available to provide guidance to all candidates for the post of Junior Vice President both before and after the nomination process has closed. ([ipp@planningofficers.org.uk](mailto:ipp@planningofficers.org.uk))

### Elections and voting

In the event that there is more than one valid nomination received, a nomination pack containing candidate statements and instructions for voting will be available via the website to all full members of the Society, along with the agenda and papers for the Annual General Meeting from 10 June 2024.

Elections will take place at the Annual General Meeting which, this year, will be held at the close of the Society's Annual Conference on Friday 5 July in Lambeth. The vote will be a confidential ballot.

Each full member has a single vote. If more than one full member from the same organisation casts a vote, those votes will be nullified. The Organisation which has full membership is responsible for ensuring that only a single vote is cast on its behalf.

Those who wished to attend the AGM but who have to send their apologies will be entitled to vote (via email to the Secretary to the Board prior to a date specified in the

nomination pack) at the discretion of the Board of Directors.

If only one valid nomination is received for the post then that candidate is deemed to have been elected.

POS Secretary  
21 March 2024

### Job descriptions

#### All Board members are responsible for:

- The strategic direction, policies and priorities of POS as outlined in the business plan
- Agreeing the annual trustees' report
- Agreeing the weightings attached to the risk assessment
- Agreeing and implementing a strategy in respect of POS's financial reserves
- Approving an expenditure budget for the year against expected income and for agreeing any large items of expenditure which arise outwith the approved budget
- Agreeing annual membership fee rates
- Identifying and appointing the Directors of POS Enterprises Ltd
- Carry out actions allocated to individual Board members in business plan

#### President

- Principal figurehead for POS
- Set objectives for the Presidential year that will help to achieve POS's overall objectives
- Lead officer for the programme for POS's Annual Conference
- Assist the Secretary in selecting the speaker for the Annual Lecture
- Assist the Chair in representing POS at meetings with Ministers, Government officials, professional bodies, etc
- Assist the Policy Manager in submitting responses on behalf of POS
- Assist the Communications Manager in dealing with enquiries from the media
- Chair the following meetings:
  - Annual General Meeting
  - Extraordinary Meeting
  - POS Policy Forum
- In the absence of the Vice Chair, chair the Board of Directors
- Attend POS Policy Forum as part of the Core Membership

#### Senior Vice President

- Deputise for the President
- Assist the Communications Manager in dealing with enquiries from the media
- In the absence of the President, chair the following meetings:
  - Board of Directors
  - Annual General Meeting
  - Extraordinary Meeting
  - POS Policy Forum
- Attend POS Policy Forum as part of the Core Membership

### **Junior Vice President**

- Represent POS on the National Planning Forum
- Chair and assist with the organisation of the Joint POS Networks meeting in January
- Assist the Communications Manager in dealing with enquiries from the media
- In the absence of the Senior Vice President, chair the following meetings:
  - Board of Directors
  - Annual General Meeting
  - Extraordinary Meeting
  - POS Policy Forum
- Attend POS Policy Forum as part of the Core Membership

### **POS Vice Chair**

- Deputise for the POS Chair
- In the absence of the Chair of the Board, chair the Board of Directors
- Attend POS Policy Forum as part of the Core Membership

## Nomination form and accompanying information including statement

### ELECTION OF DIRECTORS/TRUSTEES

### PLANNING OFFICERS SOCIETY

2024

### NOMINATION PAPER

I .....(block capitals) hereby nominate

.....(block capitals)

\*as Junior Vice President /Vice Chair of Board

PROPOSER: ..... (signature)

SECONDER: ..... (signature)

#### Signature of Intention by Nominee

I ..... (signature) accept this nomination and am willing to serve in this capacity.

\*delete as necessary

#### RETURN COMPLETED FORM BY 7 JUNE 2024 TO:

Secretary to the Board ([secretariat@planningofficers.org.uk](mailto:secretariat@planningofficers.org.uk))

Candidate information required

- a) Qualifications
- b) Current employment
- c) Email address
- d) Contact telephone number
- e) Previous employment
- f) Previous involvement/service with the Society
- g) Personal statement – 200 words maximum