

WHERE SCIENCE MEETS BUSINESS

NOMINATIONS PROCEDURE

GUIDANCE NOTES FOR MEMBERS STANDING FOR ELECTIONS - 2024

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.

2024 POSITIONS

This year, the following positions are available:

1	Appointed Chair of the Board of Trustees*
1	Appointed Chair of the Membership Committee*
4	Ordinary Members of the Board of Trustees
4	Ordinary Members of the Finance and Investments Advisory Committee (FIAC)
6	Ordinary Members of the Membership Sub Committee
1	Ordinary Member of the Publications Sub Committee

APPOINTED CHAIR NOMINATIONS*

These positions are open for nominations and have a separate selection process to the elected positions. Nominees for these positions will be contacted after the nomination closing date to confirm the selection and interview process.

Members are encouraged to apply and become active in the governance of the Society. For the key vacancies of Chair of BoT, Trustee and Chair of Membership Committee it is expected that candidates will have either expertise relevant to the position for which they are standing, 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 may contact the membership team for any advice or support on the process.

2024 DEADLINES

Nominations open on **Wednesday 27 March 2024** and close at **Wednesday 1 May 2024 at midday**. Please ensure your nominations are submitted by the deadline.

Nominations submitted after Wednesday 1 May 2024 at midday cannot be accepted.

CONTACT US

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

ELIGIBILITY

- 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.
- All candidates for elected posts must normally have served at least 12 months as a SCI® member before applying.
- Candidates for the roles of Chair of the Board of Trustees, Trustee of Chair of Membership Committee should consider the skills and competencies matrices for these roles when applying.
- 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.*
- 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.*
- Candidates for appointed places must agree to become an SCI® member if chosen for the role.

* *Trustee 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.*

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.

APPLICANTS FOR APPOINTED PLACES

Applications for the positions of Chair of the Board of Trustees, Trustee, and Chair of Membership Committee will be reviewed to ensure that key specific skills and competencies are met. Eligible candidates for Chair of Trustee role will be invited for an interview to assess overall suitability for the role.

APPLICANTS FOR THE BOARD OF TRUSTEES

The role of Trustee (including Chair of the Board of Trustees) involves legal obligations and liabilities, similar to those of a company director, and therefore the criteria for Trustee roles are more demanding.

All Trustees (including Chair) are likely to have good knowledge of SCI® and will need 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 as part of the Nomination Application.

The additional requirements for those applying for a Trustee role are:

- The 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.*
- 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*

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.

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. <i>** If you wish to apply for these roles but don't have sponsors please contact the membership team who can help advise you.</i>
	Please ensure you have uploaded a passport style photo and a bio or CV if required.
	Submit your application by Wednesday 1 May 2024 midday.

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