

NOMINATIONS TO THE COMMITTEE - A POLICY

Rationale: It is felt desirable to maintain a full committee for South Devon Ramblers (SDR) and to ensure the committee represents appropriately the needs of its members. Too large a committee can result in meetings becoming unwieldy – there have been times when we have needed to meet in someone's home rather than in a paid for venue. Too small a committee can mean an onerous burden falling on a few people.

At the time of writing this policy, the committee is roughly defined by the number of roles, viz:

Chairman	Treasurer
Secretary	Walks Co-ordinator
Footpath Officer	John Musgrave Heritage Trail Officer
Membership Secretary	Social Committee
Website Manager	

Occasionally some roles are shared. Some roles are best met with a number of volunteers working as a team of splitting the work as they see fit.

In order to guide the future path for new members to join the committee, some considerations are set out below:

Additional or replacement members can either show an interest informally or be approached by a member of the current committee. Either way, a member of the committee, and usually the one whose role is under discussion, will talk with the volunteer to outline the responsibilities of the role. If the volunteer has no particular role in mind, members of the committee can discuss how best to utilise the volunteer. It may be that there is a sub committee for them to get a feel of the ropes, or they may like to shadow a serving member with a view to taking over at some date.

Once the volunteer feels they would like to step up as a volunteer, they need to be formally nominated by a member of SDR. This should be done in some written form so there is a record and it must be done ***no later than two weeks*** in advance of the Annual General Meeting. The application should be directed

to the Chairman*. At the AGM there is a voting procedure and the volunteer needs to be nominated by a member and also seconded by a member of SDR.

*If the Chair deems it necessary to secure a higher level of impartiality, he/she can direct nominations to a non-committee member

Ad Hoc nominations: While this policy seeks to avoid last minute situations, the situation could arise when unforeseen circumstances leave no alternative but to deviate from the usual advance notice. In exceptional circumstances, the Chairman, or failing him or her, the Treasurer or Secretary, can decide to accept a nomination at the AGM if a failure to do so would impede the day to day running of the committee.

CONTESTED POSITIONS

Only under exceptional circumstances will nominations be accepted at the AGM without prior notice. This is at the Chairman's discretion.

There is the possibility of one position being contested by more than one volunteer and the voting procedure should result in a clear outcome, though committee need to consider this in advance of the AGM.

NOMINATIONS BUT NO VACANCY

In the event of a full committee already being in place, volunteers may be asked to act as reserve, join a sub-committee, take on a particular task or shadow a current member.

CO-OPTING a volunteer to serve

The option to co-opt a volunteer on to the committee is at the Chairman's discretion and he/she will judge the need. At the following AGM, the co-opted member should then choose to be elected or to stand down.

NOMINATIONS – the call for nominations is normally made at least one calendar month prior to the AGM. This may be waived by the Chairman, in agreement with at least 50% of committee in exceptional circumstances

Drafted by Tessa Smith

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