

APPOINTMENTS POLICY

APPENDIX 4

Nomination, Election and Responsibilities of Executive Committee Members of the Greenwich LINK

1. Conducting elections

- 1.1 Elections will take place at the Annual General Meeting.
- 1.2 The Host organisation is responsible for conducting elections.

2. Period of Office

- 2.1 Those elected will serve for 12 months or until the next Annual General Meeting.

3. Eligibility to vote

- 3.1 Any individual or organisation with an interest in health and social care issues in Greenwich (bona fide) is entitled to become a Participant in the Greenwich LINK by completion of a Registration Form.
- 3.2 The number of votes an individual or organisation can make will correspond to the number of seats available on the Executive Committee, and will take place at the Annual General Meeting.

4. Nomination of candidates

- 4.1 Any member of the public who lives, works or is a service user in Greenwich are eligible to nominate candidates for the Executive Committee.
- 4.2 All nomination forms should have a proposer and a seconder. In the case of a nomination from an organisation the proposer and seconder should be from the organisation concerned.
- 4.3 Nominations should be received by the Host within the publicised timeframe.
- 4.4 There will be a maximum of 15 Executive Committee Members, not more than 50% may be representatives from Organisations.
- 4.5 In the event that there are more nominations than places a vote will be held at the Annual General Meeting by a secret ballot of those present.

4.6 Executive Committee Members must agree to work within the Greenwich LINK Governance Framework, Code of Conduct and all other policies and procedures.

5. Election timetable

5.1 All Participants will be sent notice by letter and email (where appropriate) of an election at least 9 weeks before the election date. The election date and process will also be publically announced by all appropriate means.

5.2 Members of the public will be invited to nominate candidates. Fully completed nomination papers must be received at least 3 weeks before the election date.

5.3 All persons and groups on the Greenwich LINK database will be sent a nomination booklet with the names and biographies of those nominated, which will also be available at the Annual General Meeting.

5.4 Bona fide members of the public will be entitled to attend the Annual Meeting and vote.

5.5 The Host and an independent member of the public will be responsible for counting the votes.

6. Co-options

6.1 In the event that full membership is not achieved at the election or a mid-term vacancy arises, the Greenwich LINK Executive Committee has the discretion to co-opt Participants up to the maximum 15 to serve until the next Annual General Meeting.

6.2 The Executive Committee can co-opt others in an advisory capacity. Such persons may or may not be Participants but will have no vote or other rights of membership.

7. Responsibilities

7.1 All Executive Committee Members must complete the Register of Interest form.

7.2 All Executive Committee Members must undergo a successful enhanced CRB Check before participating in enter and view activities

7.3 All Executive Committee Members must display an ID badge when on LINK business.

7.4 All Executive Committee Members are under public scrutiny but must maintain confidentiality where appropriate.

7.5 All Executive Committee Members will receive appropriate induction. Further training and development will be required as appropriate.

8. Officers

- 8.1 The Executive Committee Membership will select a Chair and Vice-Chair from amongst its numbers to be approved at the Annual Meeting to serve until the next Annual meeting.
- 8.2 Should there be a need to appoint a Chair or Vice-chair mid-term, this should be approved at the next meeting in public.
- 8.3 The Chair and Vice-chair may serve for a maximum of 3 consecutive years.
- 8.4 The Chair and Vice-chair will comply with the Terms of Reference for the posts.

9. Accountability

- 9.1 Executive Committee Members are accountable to the Greenwich LINK Participants and the wider community.