

## **SOM COUNCIL NOMINATIONS**

### **General Information**

The SOM constitution requires  $\frac{1}{3}$  of trustees to retire by rotation annually, and this year there are three vacancies on Council. Current post holders may stand for re-election. Any FULL member of the SOM may be nominated, or nominate themselves to stand for election. Self nominations are accepted providing they are seconded by a current full member.

Council members will be elected by at the Annual General Meeting which takes place at the De Vere Garden Park, Nr Chester, Cheshire, CH3 9DQ on:

**Saturday 8 November 2008 at 12:50**

The voting process will be undertaken through a poll (secret ballot) of votes in favour of nominees, and in order for the AGM to be quorate a minimum of 20 full members must be present. Nominees are required to complete this nomination form in advance of the AGM and copies of forms received are circulated to those present at the AGM. In the event that there are insufficient advance nominations received to fill all vacancies then nominations will be sought from the floor, in which case such candidates should summarise their résumé and strengths that they will contribute to the SOM. In the case of a tie the chairman shall have the casting vote.

All council members are elected to the board as a whole and any specific required roles are assigned at the subsequent council meeting following the AGM.

Council members are trustees of the Society of Orthopaedic Medicine and as such have statutory duties that they are required to fulfil, please refer to the *Trustee Role Description* outlined on the following page for further details.

### **How to apply**

To be eligible for nomination you need to be a full member of the Society of Orthopaedic Medicine and your nominations need to be supported by another full member.

- **Self-nominations** need to be seconded by another full member of the SOM
- **Proposed nominations** must have the permission of the nominee prior to submission

If you would like to stand for election, or are proposing (with permission) a nominee for election to the Society of Orthopaedic Medicine council, simply complete the form overleaf and return to Julia Kermode, Executive Director:

Post: Julia Kermode, SOM, PO Box 204, Woolton, L25 7WA  
Email: [julia.kermode@somed.org](mailto:julia.kermode@somed.org)  
Fax: 0845 680 1618

## **TRUSTEE ROLE DESCRIPTION**

All elected council members are trustees of the Society of Orthopaedic Medicine (SOM), and as such have the following statutory duties:

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the organisation pursues its objects as defined in the governing document.
3. To ensure the organisation uses its resources exclusively in pursuance of its objects\*
4. To contribute actively to the board of trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against these targets.
5. To safeguard the good name and values of the organisation
6. To ensure the effective and efficient administration of the organisation
7. To ensure the financial stability of the organisation
8. To protect and manage the property of the organisation and to ensure the proper investment of the charity's funds
9. If the organisation employs staff, to appoint the chief executive and monitor his/her performance

*\*A charity is not permitted to expend resources on any activities not included within its objects, no matter how worthwhile or charitable those activities might be.*

### Other duties

In addition to the above statutory duties, trustees should use their skills, knowledge and experience to ensure that the board of trustees reaches sound decisions. This will involve:

- Attending board meetings on a regular basis, and actively participating in such meetings
- Ensuring legal and ethical behaviour and accountability across the organisation
- Keeping informed on SOM issues, reading paperwork and preparing well for meetings
- Volunteering for assignments and completing them within deadline
- Attending trustee training and/or induction sessions as required

### Time commitment

The Society of Orthopaedic Medicine council meets in twice per annum, usually commencing at 10:00 and closing at approximately 16:00. Additionally, council members are expected to participate in electronic discussions or teleconferences between meetings as required to enable the SOM to react to external developments.

### Remuneration

Trusteeship is a voluntary commitment and receives no financial remuneration for the time commitment required to carry out the required duties. However reasonable travel, subsistence, accommodation and other out of pocket expenses will be reimbursed. The charity commission has recently published new guidance on trustee remuneration and it is possible that the SOM's policy on this will change as a result.

**SOM COUNCIL NOMINATION FORM 2008**

*It is the responsibility of the proposer to consult the nominee as to whether he or she is willing to stand for election. Each nomination should be confirmed below by the **nominee**.*

Name of nominee: .....

Email address: .....

*For office purposes only – not circulated at AGM*

**Nominee declaration**

I confirm that I am willing to stand for election to the SOM Council.

*Tick box*

Retiring member for re-election?

YES\* / NO

*delete as necessary*

*\*resume is required even if YES*

Short resumé and relevant strengths of nominee: .....

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**Proposer/Seconder declaration**

I propose/second\* the above named person to stand for election to the SOM Council.

*\*delete as necessary*

*Tick box*

Name of proposer/seconder: .....

Email address: .....

*For office purposes only – not circulated at AGM*

Return completed form to:  
 Julia Kermode, SOM, PO Box 204, Woolton, L25 7WA  
 Fax to: 0845 680 1618 Email to: [julia.kermode@somed.org](mailto:julia.kermode@somed.org)