

## **ELECTIONS FOR EXECUTIVE MEMBER 2017-2018**

Please read the 'NAMSS EXECUTIVE BOARD - EXPECTATIONS AND DUTIES' below before submitting this form.

### **NOMINATION FOR EXECUTIVE**

Name ..... College .....

Signature ..... Date .....  
(agreement to nomination)

### **Proposed by (another NAMSS member):**

Name ..... College .....

Signature ..... Date .....

### **Seconded by (another NAMSS member):**

Name ..... College .....

Signature ..... Date .....

Please return this form via email to [jackie.cannell@namss.ac.uk](mailto:jackie.cannell@namss.ac.uk) by Friday 17 February 2017.

## **NAMSS EXECUTIVE BOARD - EXPECTATIONS AND DUTIES 2017-18**

**Responsible for:** Representing and upholding the core values and principles of NAMSS through participation in Executive Board meetings and the development and achievement of NAMSS Strategic Objectives.

**Responsible to:** The NAMSS membership via the NAMSS Executive Board.

### **Primary Responsibilities:**

- To contribute to the development and achievement of the Strategic Objectives of the organisation.
- To provide strategic input and expertise to NAMSS Executive discussions to enhance and improve decisions and outcomes.
- To undertake project work within the scope of NAMSS Strategic Objectives and as agreed by the NAMSS Executive.
- To report as required on progress made for allocated priorities as described in the NAMSS Action Plan.
- To contribute to the content of the Annual Report as required.
- To attend and participate in Executive meetings and to complete any actions arising within pre-agreed timescales.
- To support the organisation and execution of the Annual National Conference.
- To represent NAMSS at national and regional meetings with prior agreement of the NAMSS Chair/Deputy Chair and/or Operations Officer.
- To contribute articles for NAMSS Latest, website and any other publicity as requested and agreed.
- To support and facilitate Regional meetings via Regional Convenors if appropriate.
- To contribute to JISC mail discussions where appropriate and relevant to do so.
- To promote professionalism and respect for other members at all times.

### **Principal Accountabilities:**

- To attend five scheduled Executive meetings each year.
- To provide adequate prior notice and apologies in writing to the Chair and Operations Officer regarding non-attendance at Executive meetings.
- To adhere to the Code of Conduct for all members of NAMSS.
- For Chair and Deputy Chair - To work to your specific role description (see separate documents.)
- To support and facilitate the sharing of good practice within your sphere of expertise.
- To develop and sustain knowledge to fulfil role of the Executive.

### **Role Context:**

- The Executive must operate in accordance with the NAMSS Constitution.
- Members of the Executive must have the full support of their institution.
- The Executive must operate in the best interest of the membership.
- Members of the Executive confirm their personal compliance with the 'statement of facts' as detailed in NAMSS Indemnity Insurance documentation. Please see Appendix 1 for details.

**INDEMNITY INSURANCE - STATEMENT OF FACTS**

**NOVEMBER 2016 - 2017**

You confirm that you or any director, partner, trustee or committee member, either as private individuals or in connection with any business or organisation have not been;

- a) Convicted of a criminal offence (any convictions spent under the Rehabilitation of Offences Act can be ignored), other than motoring offences
- b) The subject of any unsatisfied County Court judgement, bankruptcy, insolvency or voluntary agreement, or been disqualified from holding a company directorship
- c) The subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection or environmental legislation or investigation in the last three years by the Charity Commission Revenue & Customers or any other regulatory body
- d) The subject of any adverse publicity in the last 3 years, or anticipate being the subject of any adverse publicity in the next 12 months.