

Trustee election FAQs

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In Brief

What are the elections for?

Each year we invite members to stand for election to our Board of Trustees. Usually this is for two places on the Board, but this year there are six vacancies.

What is the Board of Trustees?

Our Board of Trustees is responsible for ensuring that we meet our charitable aims and legal obligations. It provides a focused decision-making process working with the Chief Executive, Executive Management Team and other advisers.

There are two routes for Trustee appointments. Six Trustees are directly appointed by a vote of all CIEH members and six are appointed by the Board through an open and transparent recruitment process. The CIEH President is also directly appointed. Once the elections have taken place, the new Board will discuss changing the ratio of elected to appointed Trustees from 6:6 to 9:3.

Information about the current members of the Board is on our website [here](#).

Who can stand for election?

Any current member of CIEH is eligible to stand in the election.

Any trustee who has served six years in office is ineligible to seek election or appointment to the Board until a period of three years has passed between the end of that six-year term and the date on which they would take up a new appointment to the Board. There are some other exceptions including unspent criminal convictions and bankruptcy, as set out in the election procedures linked above.

What do I need to do to stand for election?

Each candidate must be proposed by another member and seconded by two further members.

Candidates will be invited to provide a short manifesto and brief biographical information (no more than 500 words in total). Candidates also have the opportunity to submit a video address.

Visit hub.ukevote.uk/cieh to complete and submit your nomination online.

What kind of time commitment should I expect as a Board member?

Trustees serve a term of three years. The maximum term of office is six years.

The Board usually holds quarterly meetings as well as discussions by telephone and email between meetings. (Almost all meetings are held online.)

There has recently been one face to face board meeting each year, with the option of attending online.

Approximately half of the members of the Board are required to sit on [a committee or advisory group](#).

What experience do I need for the role?

We would like the Board to reflect the diversity of the profession in terms of background, age, sector and specialisms.

CIEH is changing – if you are passionate about helping us deliver a modern, relevant professional body then please consider standing for election. There are no other requirements – our members will elect the candidates they think would make the best Trustees.

What support and/or training can I expect if elected?

All Trustees have a CIEH-specific induction to bring them up to speed. We also offer Trustees general training so they can gain confidence about their role and responsibilities.

Who will be eligible to vote?

All current members will be able to vote in the election.

The election will be administered by UK Engage – a leading and trusted provider of election services.

As a new member, can I vote?

Any member who joins before the election commences will be eligible to vote.

I have not received details of the election, what should I do?

Please email cieh@uk-engage.org

To ensure you get future emails from UK Engage about this please “white list” ‘@ukevote.uk’ in your email programme or app and check your spam/email filters.

More information

What are the responsibilities of the Board?

Responsibilities include:

- Further the charitable objectives of the organisation in the pursuit of public benefit.
- Regularly review and approve the strategic objectives of the organisation in collaboration with the Chief Executive and the Executive Management Team.
- Approve and ensure that the policy and practices of the organisation are in keeping with the charitable objectives and monitor performance against them.
- Oversee the development and delivery of policies and campaigns designed to raise awareness of the environmental health profession, and those who work within it, for the benefit of the public.
- Take legal and financial responsibility to safeguard the assets and the continuity of the organisation including the duty of prudence to ensure that the charity is and will remain solvent.
- Set and maintain a framework of delegation and internal control including a system for the regular review of the effectiveness of internal controls.
- Safeguard the wellbeing of the employees including workplace safety and other relevant legal requirements.

- Uphold and apply principles of equality and diversity and ensure that the organisation is fair and open to all sections of the community in all its activities.
- Periodically carry out strategic reviews of all aspects of the organisation’s work and use the results to inform positive change and innovation.
- Managing the Welfare Fund, including ensuring the strategic direction, structures, systems and operation of the charity accord with the law.

What is the term length for these vacancies?

To ensure a planned and sequenced succession for Board membership, the vacancies for elected trustees carry with them varying term lengths, as provided for in our election rules.

It is unusual for all six elected trustee vacancies to arise at the same time. So, for this round of elections, two trustees will serve for a three-year term, two trustees for a two-year term, and the other two trustees will serve for one year. This will help ensure that two elected trustee vacancies come up for election in each future year.

This year’s elections will place successful candidates into the vacancies according to this scheme, so that the two candidates securing the highest number of votes will serve for three years, the next two candidates serve for two years, and the final two candidates for one year. This is consistent with the Board’s election procedures, which are designed to be a fair way of deciding the terms of office for each successful candidate, in elections where there are more than two vacancies.

It is important that our new elected trustees can take up office as soon as possible, albeit that elected trustees normally take up office in January of each year. In order to preserve this pattern, trustees will be appointed in mid-July 2023, but (only for the purposes of calculating their term length and maximum terms of office), each will be recorded from 1st January 2024. That means each Trustee will serve for a few months longer than the one, two, or three years term as set out above, which is provided for in our Election Rules.

There is one further point of detail to note, which is that one of the Elected Trustee roles is not yet vacant. So, the candidate appointed into that role (which will be the candidate who secures the fewest votes of the six successful candidates) will join the Board on 1st January 2024.

How will transparency and fairness be ensured during the elections?

Our Trustee election procedures are guided by core principles outlined on our website, including that:

- All members (regardless of grade of membership) should be encouraged to participate in elections, in the interests of inclusion, equality and to promote diversity on the Board.
- Any member of CIEH can apply to stand for election.
- Each candidate in the election must provide a brief biography and statement to support their candidacy – this ensures that members can make an informed choice about who they wish to be on the Board of Trustees.
- All members will be able to vote for their chosen candidates in the election.
- The election process is objective. Procedures should be applied impartially and consistently.
- The administration of the election is transparent. Procedures and criteria will be written in clear English and available to all.

More information

More detail is included in our Board of Trustees Election procedures, which can be found on our website [here](#).

If you have any questions, please email us at info@cieh.org