

# CANDIDATURE FORM FOR ELECTIONS TO THE SPAB GUARDIANS' COMMITTEE 2018



Any paid-up member of the Society is eligible to stand for election. We are keen to attract people from across the country and with a range of skills. If you think you have something to contribute and are confident that you will be able to attend the majority of the ten meetings each year, please complete this form to submit your nomination. Your nomination must be made by a SPAB member and seconded by another two members. A copy of the Memorandum and Articles of Association of the SPAB is available on request. The liability of each Guardian is limited to a maximum of £10 towards any outstanding debts of the charity, in the unlikely event that it should be dissolved. Guardians are elected for a three-year term and a maximum of three consecutive terms (nine years) can be served before a break must be taken.

Please complete in block capitals and return with a **portrait photograph of yourself and your written statement by 25 May 2018**. Applications should be emailed to **director@spab.org.uk**.

**PLEASE NOTE** The SPAB is currently undertaking a committee review exercise that could result in changes to the Society's governance and committee structure from 2019 onwards. This could affect the composition and role of the Guardians' Committee and also Guardian term limits. Proposed changes will be put to the Guardians' Committee for a vote at the 2018 SPAB AGM.

## CANDIDATE'S DETAILS

Full name and title:

*Must be a member of SPAB*

SPAB Member since (year):

Occupation:

Address:

Email:

Phone:

## CANDIDATE'S DECLARATION

I agree with the principles of the Society for the Protection of Ancient Buildings as set forth in the Manifesto. I have read the notes for candidates and am willing to serve on the Guardians Committee if elected.

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

## CANDIDATE'S NOMINATION

Candidate nominated by: (full name)

*Must be a member of SPAB*

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

Nomination seconded by (1): (name)

*Must be a member of SPAB*

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

Nomination seconded by (2): (name)

*Must be a member of SPAB*

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

## CANDIDATE'S STATEMENT

As part of your application, please include a brief statement for circulation to the SPAB membership (max. 150 words). It would be helpful if you include in your statement where you work/live, why you are applying for Guardianship and what you feel you can bring to the committee.

## HOW TO APPLY

Fully completed applications (including **candidature form, photograph and statement**) must be received **no later than 25 May 2018**. Applications should be returned to **director@spab.org.uk**

Please note:

- Candidature forms should be fully completed in block capitals.
- Photographs should be recognisable and portrait format.
- Please include your statement within the body of an email or attach as a covering letter (preferably in Word format).

The election of Guardians will be by postal ballot if nominations exceed vacancies. Nominations, once ratified, are circulated to the membership with a ballot form. Candidates' statements are included with the voting papers for consideration by the membership.

Election results will be announced at the end of July 2018.

## NOTES ON THE GUARDIANS COMMITTEE

1. The Guardians Committee has between 18 and 25 members.
2. Meetings are held on the first Tuesday of every month, though not in August. The January and February meetings are combined at the end of January.
3. Meetings start at 2.30pm and last until about 5.00pm. They are held in the Committee Room at 37 Spital Square, London E1 6DY. Papers are sent out in the preceding week.
4. It is hoped that members will come to as many meetings as possible. If a Guardian misses three consecutive meetings (unless otherwise specifically engaged on SPAB business) they will be invited to review their position on the Committee.
5. In addition to attending Guardians Committee meetings the Society hopes that members will also serve on sub-committees where appropriate, undertake site visits, represent the SPAB at other meetings, comment on cases, documents etc.
6. When Guardians would like a matter raised at a meeting, there is an opportunity to do so as 'Any Other Business' or during the dedicated Guardian discussion slot, which should be discussed with the Director in advance of the meeting.
7. The Society offers travel expenses to Guardians (second class if by rail). Members are encouraged to submit their claims at regular intervals and to seek cheaper ways of travel when practical.
8. Like other Society members, Guardians must not use their membership of the Committee for advertising purposes or in other ways to promote their private commercial or professional activities. An opportunity exists at the start of every Committee for members to declare any financial or professional interest in any item on the agenda to ensure they are not party to any decision on the subject.
9. The meetings of the Committee and the minutes are confidential.