RSGB Regional Representative – Candidate Information

Introduction

If you are thinking of standing for appointment as an RSGB Regional Representative (RR), this pack is for you. It sets out the Requirements for Office which all those standing for Regional Representative are required to accept.

If you are planning to stand for appointment as a Regional Representative, you should read these documents carefully as you will be required to make declarations against them. When you prepare your candidate application form, you should particularly note that you are invited to highlight areas of skill and experience that would help you meet the Roles and Responsibilities set out below.

In your application you are also required to confirm that you have read, understand and accept the Requirements for Office.

Those standing must be members of the RSGB who are at least 16 years old and have at least two years' membership.

Regional Representatives are not paid but out-of-pocket expenses are covered. You will need to secure the support of at least ten other Members of the Society in your Region. You should plan on a few more, to allow for any issues about your nominators being qualified to nominate you.

You can find the application form to become a Regional Representative on the RSGB website. Your candidate form should be sent electronically to **company.secretary@rsgb.org.uk**

If you have any questions on the process, please email the RSGB Company Secretary and Elections Officer, Stephen Ramsden, M0CCA at **company.secretary@rsgb.org.uk**

RSGB Regional Representative (RR) – Terms of Reference

Role Title: Regional Representative

Board Oversight: Board Liaison for Regions (as appointed by the Board)

Role Purpose
The Regional Representative serves as the Society's lead volunteer within their Region, acting as the primary link between local radio amateurs, District Representatives (DRs), the Volunteer Leadership Team, and the Board. The RR plays a central role in regional coordination, member engagement, and strategic delivery.

Key responsibilities

Representation and advocacy
- Represent the Society to all radio amateurs within the Region.
- Communicate and present the views of members in the Region to the Board and the Volunteer Leadership Team.

Leadership and collaboration
- Actively participate in meetings of both the Volunteer Leadership Team and the Regional Forum, in person and online.
- Take a leading role in responding to member enquiries, working collaboratively with District Representatives.
- Contribute to the Society's strategy, policy development, and implementation through active membership of the Volunteer Leadership Team.
- Work with Committee Chairs, Honorary Officers, other Regional Representatives, and Board members on policy development and regional activity.

Reporting and administration
- Submit a thrice-yearly activity and financial report to the Volunteer Leadership Team via the Regional Forum.
- Confirm and organise District Representative appointments.
- Manage personal and DR expenditure within the Region, ensuring timely authorisation and submission of expenses.

Club and community engagement
- Visit clubs across the Region to maintain contact, promote the Society, identify concerns, and support development, working in collaboration with DRs and other volunteers.

Support and oversight of District Representatives
Provide management, support, and guidance to DRs, particularly in relation to:
- Recruitment and retention campaigns.
- Inspections of new examination premises at the request of RSGB HQ.
- Examination inspections when requested by RSGB HQ.

Conduct and governance
Regional Representatives are required to uphold the RSGB's Core Ethos values and Nolan's Seven Principles of Government. They also commit to applying the RSGB Code of Conduct and to following all relevant policies and procedures as set out in the RSGB Policy and Procedure Manual.

Competencies

- The time, energy, interest and willingness to serve
- Experience of managing people
- The ability to communicate effectively, both verbally and in writing
- The ability to comment on and comprehend the main drivers of amateur radio
- IT literate and have access to computer facilities
- Able to travel throughout the Region and to meetings in other parts of the country

Term of Office

RRs serve an initial term of three years. They may then, if re-elected, serve a second term of three years. After that their role as RR will normally cease. RRs may be removed at any time by the Board through the Performance Counselling procedure for volunteers.

Requirements for Office as an RR

RRs are elected by the members in the Region. Candidates must be:

- A member of at least two years' standing
- At least 16 years old
- A resident within the Region they wish to represent

The candidate must submit the following:

- A written application to represent the area
- A declaration of any commercial interest in amateur radio
- Agreement to their RSGB email address and a telephone number being published if they are elected

Elections to vacancies are held annually. RRs may stand for re-election (subject to term rules) and details of the election process are given in the Society's Policy and Procedure Manual.

Conduct and Ethics

The following are the requirements of each Regional Representative in terms of conduct and ethics.

1. Ethics

The President, Board of Directors, Volunteers and employed Staff of the RSGB shall conduct their activities and duties:

- In a manner which recognises their accountability to the membership
- With integrity and honesty
- In a progressive, open, supportive and communicative manner
- With professionalism
- In a manner which embraces the principles of sustainability, equality and diversity

2. Primary strategies

Embrace and further the Society's strategies and objectives.

3. Provide leadership for the UK amateur radio community

Promote, develop and protect amateur radio in the UK.

4. Provide a 'community' for UK radio amateurs

- Help maintain a strong and world-respected membership-based Society
- Ensure our ethical standards are of a high order

5. Provide personal development for our members

- Encourage theoretical challenge and innovation in communications technologies
- Encourage practical construction and experimentation, both in hardware and software, for amateur radio
- Encourage high levels of operating skills
- Encourage progression through the levels of the UK amateur radio licence

Nolan Principles

The following is extracted from the Second Report of the Nolan Committee on Standards in Public Life, May 1996. Regional Representatives shall conduct their business in a manner that reflects the following values:

SELFLESSNESS Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP Holders of public office should promote and support these principles by leadership and example.

RSGB Code of Conduct

The Society comes first – Do not make decisions with any improper purpose or personal motive; loyalty to the Society comes above personal ambition or ego.

Equality – Everyone involved in amateur radio should be treated equally, except for those RSGB membership benefits that are only available to members.

Respect – Respect others by never acting in a way that lessens the pleasure of others; live the values of openness, honesty and integrity at all times in order to earn the respect of others.

Respect race, religion, gender, sexual orientation, culture and **custom**

Accountability – Hold yourself accountable to our members.

Majority decision-making prevails - Make your points as robustly as you like, but work shoulder-to-shoulder once the decision has been taken.

No conflicts of interest – Declare all and any, however tenuous they may seem. Work though personal networks, but in a transparent fashion.

Confidentiality – Transparency and confidentiality are not mutually exclusive, see note 1 below. Use the Chatham House Rule (note 2). Do not be tempted to promote one's ego by communicating through use of social media, email, etc. during or after meetings.

Notes

1. Meeting input papers, discussion, actions and outcomes shall remain confidential until released to Members by publication of the meeting minutes or proceedings on the RSGB website or otherwise as determined by the meeting. The use of social media and email to provide real-time account is prohibited unless authorised by the meeting chair. Eventual publication of the details of the meeting, including the treatment of input papers, is a matter for the Chair of the meeting to determine. Papers and discussions deemed to be confidential shall be so noted by the Chair of the meeting and their distribution shall remain confidential until such time as their status is changed to releasable to the full membership.

2. The Chatham House rule "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed" may be applied at the discretion of the meeting.