



## RSGB Regional Representative – Candidate Pack

### 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 submitted by post and 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 Purser, GW4SHF at **company.secretary@rsgb.org.uk**



## Roles and Responsibilities

### Job Title: RSGB Regional Representative (RR)

#### Responsible for:

- Representing the position of the Society to all radio amateurs in the Region
- Representing the views of members to the Board
- Contributing to the Society's strategy and policy development and implementation through membership of the Volunteer Leadership Team
- Liaising with Committee Chairs and Honorary Officers in connection with regional activity
- Undertaking recruitment and retention campaigns in the Region
- Undertaking inspections of new examination centres at the request of RSGB HQ
- Undertaking inspections of examinations at the request of the RCF Quality Assurance Manager
- Managing, supporting and advising the District Representatives located within the Region
- Visiting clubs to maintain contact, present the RSGB position and to recruit new members
- Providing a presence at nominated rallies in the Region, acting as the RSGB representative
- Attending RSGB meetings as required
- Confirming and organising District Representative appointments
- Controlling District Representatives' and personal expenditure within the Region including timely authorisation and submission of expenses.

The post holder accepts and follows the RSGB's core ethos, values and Nolan Principles of governance and does this in part by application of the Code of Conduct (as set out below). The post holder agrees to conform with the RSGB's policies and procedure as set out in the 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 through 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.