



## RSGB Elected Director – Candidate Pack

### Applicants for Elected Director

#### Introduction

If you are thinking of standing for appointment or election to the RSGB Board this pack is for you. It includes the following documents:

- a) The Requirements for Office which all those standing for the Board are required to accept
- b) A summary of the skill requirements for the entire RSGB Board.

If you are planning to stand for appointment to the Board, 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 tally with the Board's skills requirements. Note that no one member of the Board will possess all the range of skills needed, but each candidate should bring some of those skills to the Board.

An idea of the work of the Board can be gained from the Board Proceedings which can be read at: [rsgb.org/main/about-us/board-of-directors/board-proceedings-and-reports](https://www.rsgb.org/main/about-us/board-of-directors/board-proceedings-and-reports).

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

Those standing for the Board must be members of the RSGB who are at least 16 years' old and have at least one year's membership.

The successful candidate's term of office will start on the day of the AGM (April 2024) and will run for three years.

You can find the application form to become an Elected Director on the RSGB website. Your candidate form should be submitted by post and electronically to [company.secretary@rsgb.org.uk](mailto:company.secretary@rsgb.org.uk)

If you have any questions on the process, email the Company Secretary and Elections Officer, Stephen Purser, GW4SHF at [company.secretary@rsgb.org.uk](mailto:company.secretary@rsgb.org.uk)

## The Board's skills requirements

The RSGB is a medium-sized membership Society covering diverse interests within the UK amateur radio community. It is also a company limited by guarantee under the Companies Act 1985 with staff, assets and legal corporate responsibilities. The Memorandum and Articles (M & A) clause 27 state that *“the general governance of the Society is the responsibility of the Board of Directors.”* As such the Board of Directors needs to ensure that it has the necessary skills, experience and competences among its number to execute that responsibility. The Company Secretary, Honorary Treasurer and General Manager are not Board Directors but attend Board meetings and advise the Board as needed.

### Competences required

- The Board should have member(s) with skills and experience of working in a membership-based club or society, a volunteer-lead organisation or experience of motivating volunteers
- The Board should, among its number, have member(s) active in some aspect of amateur radio and member(s) actively involved with technology relevant to amateur radio
- The Board will be involved in discussions with various authorities on spectrum development and protection and regulatory matters and as such will require member(s) with skills in this area
- The Board has overall governance, operational, financial and legal responsibility for the Society and, as such, experience of these responsibilities at senior level within a private, public or charity organisation is required individually or collectively among the Board members
- The Board should possess experience and skills among its number in the area of customer service excellence, education and training, publications, marketing and programme management.

The competences above contain some items which will always be needed, and some which will vary in their importance dependent upon the circumstances in which the Society is operating and the Society's objectives. Additional skills may be added as necessary to ensure the Board is fit for purpose. It is self-evident that no one Director will possess all the above skills and experience, but collectively the Board should display a high level of competency across this skill set.

## Requirements for Office

### Overview

Each member of the RSGB Board is legally a Director of the Radio Society of Great Britain, a company registered in England and Wales. The Board members individually and collectively carry the legal and fiduciary responsibilities of a Company Director. Their primary role is to serve the members of the Society in an open, honest and ethical manner and to ensure the Society's long-term success. This document expands on the requirements and duties of all RSGB Board members.

### Requirements for Office as an RSGB Board Director

The statements below apply to all RSGB Board Directors. All candidates for Board Director are required to sign against these statements and, if requested provide evidence of compliance to them. Board members are required to notify the Company Secretary of any change of their status in this regard and of any other change in their information as required by Companies House.

All Board members shall:

- Have been a member of the Society for at least one year at the time of application
- Comply with the requirements for Company Directors as laid out in the Companies Act 2006
- Be domiciled in the UK or Crown Dependencies
- Agree to work in a manner consistent with the Society's ethical statements, which are shown in the Appendix
- Agree to develop and work towards the Society's objectives
- Agree to work in a manner consistent with the Nolan Principles, which are shown in the Appendix
- Agree to work as a team player and abide by collective decision making
- Abide by the Society's Code of Conduct, which is shown in the Appendix
- Have no conflict of interest or legal impediment that would interfere with the exercise of the Board member's independent judgement, including the duty of loyalty owed to the RSGB and its members
- Be prepared to allocate sufficient time to the task of Board member, including physical attendance at weekend Board meetings when held and virtual meetings by video conference
- Be prepared to work by electronic and virtual means
- Make a declaration to the Company Secretary of their personal membership of any secret or closed group or society

## **Appendix to Requirements for Office: Board Member**

The following are the requirements of each Board member 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 objectives.

### **3. Provide leadership for the UK amateur radio community**

- Promote, develop and protect amateur radio in the UK
- Nurture our strong relationships with HMG, Ofcom, ITU, CEPT, IARU, other relevant legislative bodies and relevant standards bodies

### **4. Provide a community for UK radio amateurs**

- Maintain a strong and world-respected membership-based Society
- Ensure our ethical standards are of a high order
- Ensure the financial stability of the RSGB

### **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. Board members 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. 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.