

# IWFM Non-Executive Director Nominations & Election FAQs



If you have any questions regarding the role of a Non-Executive Director, the process of nomination or election, or just have questions about the AGM in general that are not shown below please contact [governance@IWFM.org.uk](mailto:governance@IWFM.org.uk)

## FAQs

Q. Am I eligible?

A. To be eligible to stand for a role on the IWFM Board you must hold an active current individual membership, of Certified Grade or above, plus you must have been a member of the institute [at a relevant eligible grade] for at least 6 months before the start date of the Nominations process. **For the 2023 elections you must have been a member of Certified grade or above from the 17<sup>th</sup> October 2022**

We actively welcome and encourage applicants from all eligible members of the community regardless of gender, age, disability, ethnicity, gender identity, sexual orientation, religion, belief, marital status, pregnancy or any other personal circumstances.

Q. What information is required from me during the application process?

A. When applying as an NED candidate, the online form will define all of the information required, however, please have to hand your email address, membership number and grade. You will be required to write a headline statement and election address to create your candidate profile.

Q. How much time should I set aside to complete my application?

A. The online form will take approximately 10 minutes to complete, without the election address. It is advisable to have already written this in advance, so you can either transpose it into the form or copy and paste.

Q. Can more than 2 members second my nomination?

A. You only need two sponsors / seconders. You can send the platform link to more sponsors to complete the form; just in case your sponsors do not respond on time. However, the first two sponsors that are received will be the ones published against your candidacy. Make sure you send the link to them in plenty of time, you can just copy the URL of the platform and send.

Q. I do not have ALL of the experience desired to fulfil the role, can I still apply?

A. It is advisable and recommended to have all or most of the competency's detailed in the role profile. This allows members to assess your suitability against other candidates when voting.

However, not having the required experience does not stop you from submitting your candidature and your application will be duly assessed for eligibility once received.

Eligibility is defined as an active, paid-up individual member at Certified grade or above that has been a member for at least 6 months in advance of the Nominations open date.

A Main Contact of an Organisation or Corporate cannot apply unless they also hold an individual membership at Certified grade or above]. You must declare that you are fit and proper to hold a Directorship of a company. E.g., not previously been disqualified as a Director.

Q. Can I withdraw from the process at any stage?

A. For the 2023 elections, you can withdraw at any time up until **17<sup>th</sup> May @ 5pm.**

Q. How many words do I need to write in my statement?

A. You can write as little as you want. However, the maximum you can write is 50 words for a headline statement which shows against your photo [if supplied] on the candidate published list, and then 500 words maximum for your full election statement which is shown when someone clicks into your candidate profile to read more in depth.

If you write more words than the maximum – these will not be published. The first 50 word of the headline, or 500 words of the full election statement will be taken and any over that will not be published.

Q. When will I be notified if I have been successful?

A. Candidates will be advised on [or as close to as possible, but not before] the 25 July 2023, whether they have been successful or not. The appointed director will be announced at the AGM on 27 July and will take up their post as an NED on 28 July 2023.

Q. If I am unsuccessful, can I apply again in future?

A. As long as you are eligible then yes, we welcome all applications whether they have previously been successful or not.

Q. If elected, how much time would I be expected to commit to attend meetings throughout the year?

A. There can be up-to 6 Board meetings per year, and sometimes there may be a need for a Board call. The meetings are normally scheduled from 10 until 16.30. You may also be asked, depending on your competencies, to stand on a Board Governance Committee, this could add another 4 meetings per year, but this is not compulsory. You are expected to attend the AGM each year, and, if possible the Annual Conference.

Q. Are meetings planned in advance to allow time to arrange my schedule accordingly?

A. Yes, board meetings are planned a year in advance and scheduled to fit in with Board Governance Committees and Members Council meetings. We try to avoid school holiday periods and bank holidays, although this is not always possible. As much notice as possible is given to any meetings that are moved.

Q. What is the duration of service for a Board member?

A. The current tenure of a Board member is 3 years [this can change based on an AGM resolution]. After the first term you are eligible to re-stand for a further term of 3 years. The maximum you can serve as a Board Member is 6 years. Tenure terms run from AGM-to-AGM period not calendar years.

Q. What is the EDI Survey and why should I complete it?

In our November 2021 [EDI public statement](#), we committed to improving equity, diversity and inclusion (EDI) across IWFM, including our governance and leadership. We are dedicated to ensuring our Board recruitment processes are fair and inclusive and enable everyone to showcase their individual talents.

We are:

- Monitoring the recruitment process for Board members. We want to make sure that we attract applicants from diverse backgrounds.
- Asking for help from applicants to better understand if any groups are not applying. We can only know this by asking applicants to fill out our anonymous EDI profile questionnaire. The results will help us understand where we need to work better to remove those barriers to increase equity, diversity and inclusion in our community and will establish a benchmark for our future activity.
- Providing additional support for anyone who may need it at any stage and will make reasonable adjustments.
- Helping people with the online application system, where they are having difficulty using it. Please get in touch with the team at [governance@iwfm.org.uk](mailto:governance@iwfm.org.uk) who can arrange for you to submit an application via an alternative method

More information about our EDI work and why data collection is important can be found [here](#). Our updated data policy can be found [here](#).

## Contact Us

Any queries about the contents of this document please contact:

### Head of Governance

IWFM

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