

Honorary Officer elections 2020: your opportunity to influence your profession

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The election process and how you could become influential within your Institute, shape its future and that of your profession.

For the effective operation for any professional body, it is essential that it elects positions from amongst its membership to allow it to function within its Charter. Such positions are open to Chartered Members who are invited to provide their experience, skills and time in a voluntary capacity to the work of the Institute set within the Strategic and Corporate Plans approved by Council. Contributing in such a capacity is two-way and Members who have been involved have benefited and learnt from their experiences.

Within the Institute's governance, there are a number of core roles collectively known as the Honorary Officer positions. These encompass the President, Honorary Secretary, Honorary Treasurer, Vice-President Education, Vice-President Practice and Vice-President Technical. These are all undertaken by Chartered Members in a voluntary capacity other than expenses which are paid for by the Institute. This year there are three positions for election which are now open for nominations:

1 President Elect/ President

President Elect is a twelve-month role prior to succeeding as President. The President-Elect position provides the elected Member the opportunity to gain an insight into the activity and role of President, working with the incumbent President, fellow Honorary Officers and the Executive Board. The Member becomes President Elect from the close of business at the AGM in the year they are elected.

President

The President is the principal external face for CIAT, the discipline the members and the profession. The Institute works as a team and the position leads the team working with Council, the Executive and the Chief Executive implementing the Strategic and Corporate Strategy. One of the principal roles for the

President is external engagement, with members, fellow professionals, organisations at national and international level as necessary. Serving for a period of two-years, the President will, amongst other functions:

- Chair the AGM (x2) and Council meetings (x4);
- Chair Executive Board (4 per year);
- attend as a guest and representative of the Institute at various industry events;
- meet with Presidents, senior officials, industry bodies and Government Ministers (from different nations) and personnel;
- visit the Region/Centre (not mandatory, but to respond where invited); and
- present on the Institute's key strategies and the Strategic Plan.

Members who undertake this position must possess strong analytical skills and the ability to make informed decisions and considered judgments. The ability to interpret and understand information along with excellent communication and presentation skills.

2 Honorary Treasurer

The Honorary Treasurer main role is as Chairman of the Finance Committee. The Finance Committee, works with the Chief Executive and the Finance Department, to oversee the financial matters relating to Institute business such as the budget, the setting of subscription fees and reviewing and approving the independently audited accounts; and make recommendations regarding finances to the Council and Executive Board. The Honorary Treasurer also presents to members at the AGM and reports via the Annual Review. Members who undertake this position must possess strong analytical skills and the ability to make informed decisions and considered judgments. A good understanding of financial processes and ability to disseminate financial statements.

3 Vice-President Technical

The Vice-President Technical works closely with the Vice-President Practice, Practice & Technical Director and Practice Department and its relevant Taskforces in overseeing the technical issues relevant to the Institute, which ensure the maintenance and improvement of standards within Architectural Technology and the built environment. The role also embraces current industry issues and the setting the criteria for the Practice AT Awards together with acting as Chair of the Judging Panel.

The Vice-President Technical works to develop Institute position papers on issues affecting the Architectural Technology profession and the built environment sector. They lead on consultations which affect practising Architectural Technology professionals and represent the Institute externally, as necessary.

The Vice-President Technical reports to the Council and Executive Board on the work relating to technical issues from the groups and their output and that of the Practice Department. In carrying out these activities it is essential that the Vice-President Technical:

- represents the members externally relating to technical issues, lobbies for change or improvement and lobbies and promote on behalf of the discipline;
- ensures the necessary documentation is produced for the membership's benefit on changes in legislation or regulations; and
- ensures the appropriate guidance is available to assist members both in implementing and complying with legislation and regulations in their work and complying with the Institute's policies and Code of Conduct.

A Member undertaking this position must be a practising Chartered Architectural Technologist and have knowledge of the technical aspects of Architectural Technology with an understanding of legislation and regulations.

They must also be confident and able to represent the discipline at the highest level which includes at Government level.

All candidates must be able to undertake business via email or other electronic mediums.

What do these positions involve?

With each of these positions you will become a Trustee of CIAT and a member of the Executive Board, which is responsible for the implementation of the Strategic and Corporate Plans, which can be found on our website. The Board makes guidelines for the conduct of business of the Institute, in line with the rules of the Institute and policy. You will also become a member of Council, which is the Electoral College and Strategic Forum for the Institute. You will be expected to contribute to the policies and future strategic development of the Institute.

What does being a Trustee involve?

Trustees have an overall legal duty to the Institute and are the individuals who take decisions. Trustees have specific duties and operate within the rules of the Institute. Trustees work collectively as the Executive Board and once a decision has been collectively made — all Trustees are bound to support that decision. A Trustee's primary duty is to the Institute and its Charter under which it is established, as such Trustees must act with integrity and adopt the values which helps CIAT achieves its strategic aims.

What are the time commitments to these roles?

You should be looking to commit up to five hours a week (approximately) but this will depend on the nature of the work, meetings, providing views and advice on documents, the time of year and external representation on behalf the Institute that may be necessary. It is essential you are proactive and reactive dependent on the project work required. With all the positions, you will be working closely with a staff Director at Central Office, and their departmental team and be expected to respond to queries speedily at times; this could be within a couple of hours. There will be specific meetings or working groups that you may need to participate in and possibly chair.

As an Honorary Officer you will be expected to attend two Council meetings (normally on a Saturday in March and September) and a minimum of four Executive Board meetings (two of which run in tandem with the Council meetings) as well as the Institute's AGM weekend (normally in November) and AT Awards presentation event (September).

The positions are two-year terms, which become effective from the close of the 2020 AGM in November to the close of the 2022 AGM.

Representing the Institute and discipline

As representatives of the Institute, these positions require you to attend events and meetings on behalf of the Institute, for example, Construction Industry Council meetings, Award presentations, university events, or Government led steering groups, presenting at conferences etc. There will be specialist meetings which you will either have to attend/chair or contribute to, and you will need to report back to Central Office on these. The staff Director will work with you to ensure that you are properly briefed and prepared for these meetings where you will be expected to speak on behalf of CIAT and the discipline of Architectural Technology.

Social media

You would work with Central Office staff in relation to social media engagement.

What do I benefit from taking on a position?

You will have the chance to shape the future of your Institute, your profession and the discipline at a strategic level. If you have ever wondered why something has or has not been done then now is your chance to do something positive about it. You also get to network extensively with peers and fellow professionals, gain a greater insight behind the scenes at Institute, Governments and sister institute levels and it contributes to your CPD obligations.

How can I be nominated?

To be nominated for any of the positions, a fellow Chartered Member must nominate you in writing to the Returning Officer, who is the Chief Executive. Any Chartered Member is eligible to propose a candidate, although no nomination is permitted without obtaining the prior consent of the nominee. Any Chartered Member is able to stand for any position in these elections. No prior experience is required of the Institute — just a passion for Architectural Technology and the Institute.

What happens once I have been nominated?

Once a nomination has been received, you are then asked to formally accept or reject the nomination. You will then be asked to a manifesto. Once all the manifestos have been received, they will be issued to the Regions/Centres for their review, consideration and action. It is then your responsibility to actively organise and carry out your election campaign (at your own cost) to all members, this will be via the Communications Department and direct liaison with Regional and Centre Committees. Your campaign can be by a variety of mediums which is for you to choose. We provide you with the contact details of the Region/Centre Committees.

You will need to prepare a full manifesto for publication and distribution via the Institute's media channels; details of what we would be looking for in the manifesto will be included in the election section of the website and information pack. It will also be featured in the spring issue of *AT Journal*.

We will provide further clarification on the election process and the information we would be seeking on the website. Over the election process, and the lead up to the elections in September, we will be issuing some election special alerts providing reminders and updates together with profiles of the candidates standing for the positions etc.

If I stand how do I promote my candidacy

There are a number of ways in which you can put yourself in front of the membership during your election campaign.

There is the traditional manifesto which will outline your policies, thoughts and aspirations for both the role you are nominated for and the Institute. This should not be a CV but a formal written document which grasps your key objectives and aims. Alongside this, you can create a profile which showcases you as a person, captures your personality and strengths and puts across the real you to people who do not know you and want to know more about the person seeking election.

In this technological and social media focused world, you can create Twitter or Facebook accounts, videos, podcasts, blogs or a series of short films which support your manifesto and profile. You can get your message across simply and they can all be easily accessed. You could arrange for a Q&A with the membership at a location and venue that is accessible and could have visits to Regions and Centres and meet with Council, those who will be voting on the day. There are a number of different mechanisms which will be covered in the information pack.

What is the voting procedure?

- Regional/Centre Committees are encouraged to meet and discuss their preferred candidate, in an open forum which takes into account feedback from the Region/Centre membership;
- It maybe that you wish to proactively engage with the Region/Centre Committees to present your manifesto and respond to questions.
- Regional/Centre Committees advise their Councillor of their preferred candidate; and
- the Councillor is expected to vote in accordance with their Region/Centre's decision; however there may be exceptions where they may change their vote as per their Committee's instructions. These could be based

upon the candidate's response at the Autumn Council meeting or other factors, for example, if the candidate withdraws from the election at very short notice that would not allow a Councillor reasonable time to refer back to their Region/Centre.

How is the vote taken?

Elections are held at the autumn Council meeting:

- All candidates are invited to attend the autumn Council meeting to respond to questions brought by Councillor from their Regions/Centres or to debate a particular issue in relation to their manifesto
- Council confirms and agrees the method of the election – which has traditionally been by secret ballot;
- Councillors represent their Region/Centre – either using their agreed Committee's vote or changing their vote as per their Committee's instructions based upon the candidate's presentation or other factors;
- Honorary Officer members of Council have a free vote according to their preference (as Trustee) and considering the best interests of the Institute and its Strategic Plan;
- Council votes on the candidate and/or candidates and the election takes place;
- Council policy is that a candidate who is also a serving member on Council may not vote if there are other Candidates standing who do not sit on Council, this includes Honorary officers;
- Council policy is that Region/Centres do not have the right to send a proxy vote if their Councillor is standing for a position. It is the Councillor who

carries the vote, or their deputy, in their absence. A serving Honorary Officer who is standing against a candidate who is not a member of Council forfeits their vote. This ensures equity and fairness;

- the President, as Chair, has the casting vote if there is a tie;
- the elected Member assumes the Officer position from the close of that year's AGM (normally in November), unless an Officer resigns from their position early, in which case the assumption is either immediate or from the date of resignation if later; and
- the results are then reported to the membership via the weekly ebulletin, AT and Region/Centre Committee.

When would I assume the position if I were elected?

All three positions take effect from the close of the 2020 AGM in November 2020.

Key dates summary

Call for nominations close:
2 December 2019

Acceptances (or rejections):
19 December 2019

Manifestos/profile received:
3 February 2020

Issue of candidates and their manifestos to all members via an ealert/update of election section of the website:
24 February 2020

Issue of candidates and their manifestos to Regional/Centre Committees:
24 February 2020

Presentation at Council:
7 March 2020

Campaigning by candidates:
24 February – 3 September 2020 inclusive

Election ealerts and updates on the website:
24 February – 3 September 2020 inclusive

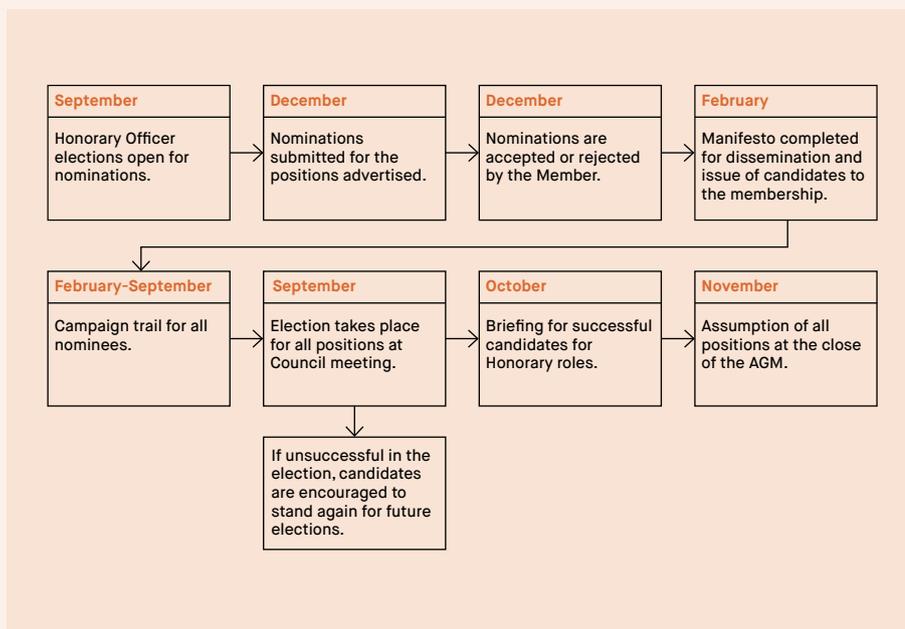
Election at Council:
4 September 2020
Candidates advised if not in attendance at Council

Ealert announcing the election results:
6 September 2020

Assumption of position:
November 2020 close of 2020 AGM

Further information

For further information or clarification contact Adam Endacott, Editor, adam@ciat.org.uk or call +44(0)20 7278 2206



Election flow chart