**Introduction**

The School currently has two vacancies on the Board and as such we are starting the process to find a new member of the Board who will help us drive forward the work of the School.

Your organisation can nominate a candidate for this position by using this proforma to set out the credentials of your nomination to sit on the Board. As a point of clarification Board members do not have any legal duties, it is not the equivalent of a Board Directorship in a business. Each of the 96 Partners in the School will have a single vote to cast in an electronic secret election. Each Partner can nominate one person, who does not need to be from their own organisation but must be a Partner.

The process this year reflects the changes to the constitution that were made in March 2017. This allows for the School Board to draw up a short list of the candidates who best match the criteria requested by the Board. All shortlisted nominations will be posted on the School's website (but not contact details) so that Partners can choose who they wish to vote for. If there are only two suitable candidates there will be no election process needed.

**We ask that potential candidates keep free the following dates:**

**18th or 19th March** for Interview

**27th March** to speak at the AGM about your application to the Board to the Partners

If you are unable to make any of the dates above please state this with your application.

**Profile sought**

The below criteria sets out what the ideal profile is made up of:

|  |  |
| --- | --- |
| Essential Requirements  (\*at least one of the below:) | Details |
| \*Functional experience: | Procurement & supply chain |
| \*Sector experience: | House building |
| Preferred Experience | **Details** |
| In addition to the above essential experience  *One or more of the opposite:* | Client, Design, Innovation, Learning & Development |
| Criteria strongly encouraged | **Details** |
| Influence: | We need ‘movers and shakers’ who are decision makers in their own organisation and influentional externally within their sectors, ideally holding positions of influence in relevant external groups. |

**Process & Guidance**

If you are intending on sending in a submission you will:

* Need to be a permanent member of staff of a fee paying Partner.
* Your proposed candidate will meet the criteria set out above.
* You will need to complete the nomination form and also the attached Board skills matrix (there is a scoring guide on the next tab)
* Your nomination, headshot photo, and the attached Board matrix need to be sent to hilary@actionsustainability.com by **13th March**
* Submissions will be reviewed and shortlisted by the School Board based on the following guidelines set out in our constitution:
  + ***Professional skills*** *– the School Board requires senior industry figures from a balance of professional backgrounds including sustainability, procurement, commercial, finance, communications, learning and development.*
  + ***Organisation*** *– The School Board requires a balance of Board Members from different types of organisations, including but not limited to contractors, suppliers, sub-contractors, research institutions, clients.*
  + ***Influence*** *– The School Board will be expected to act as ambassadors for the School. The Board Members are expected to be decision makers in their own organisations and influential externally within their sectors, ideally holding positions of influence in relevant industry bodies.*
  + ***Diversity*** *– The diversity of the School Board should also be considered by the Partners to ensure the ability to represent all sections of the industry and society.*

Nomination form (max 300 words):

|  |  |
| --- | --- |
| Required | Details |
| Name |  |
| Current position |  |
| Organisation |  |
| Contact email |  |
| Telephone |  |
| Professional  background  and skills |  |
| Industry influence |  |
| Other relevant information |  |