**Introduction**

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

Your organisation can nominate a candidate for a position by using the nomination form on page 3 of this document to set out the credentials of your nomination to sit on the Board. The Board provides strategic direction and fiscal governance on behalf of the Partners and 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 Partner can nominate one person, who does not need to be from their own organisation but must be a Partner.

The process is outlined in the constitution and allows for the School Board to draw up a short list of the candidates who best match the criteria requested by the Board. Interviews take place with each candidate by two Board members. A recomendation is then made to the Board. In the event there is no consensus on the preferred candidate(s), an election will be held. 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 is only one suitable candidate, or candidates if more than one vacancy, there will be no election process needed.

Should there be a further vacancy on the Board within 12 months from the shortlist creation, this group of shortlisted candidates will be contacted, depending on the profile then required to fill that vacancy.  This means there will only be one nomination process every 12 months.

Deadline date for all nominations is 5pm on Friday 14th March

**Profile sought**

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

|  |  |
| --- | --- |
| Requirements | Details |
| Organisational experience: | Senior leaders and decision makers in their own organisation and / or the ability to provide strategic leadership  Proven ability to influence at industry level |
| Preferred Experience | **Details** |
| In addition to the above desirable experience*:* | Experience of supply chains or has had supply chain responsibility and is from one of the below:   * From a Client organisation * In the Home Building sector * Property, Facilities or Managed Services organisation |
| Criteria strongly encouraged | **Details** |
| Involvement in the School | We are looking for candidates who can demonstrate:   1. A strong understanding of the School, its purpose, its scope of content and how it delivers. 2. Use of the School to drive change in their supply chains, how they have done this and the results they have seen. 3. How they are actively contributing or have recently contributed to School initiatives. 4. Where they have acted as an ambassador of the School, that is how they have advocated for the School at an industry level. 5. An understanding of the strategic issues that the industry and its supply chain face and how the School is helping to address these. 6. Ability to engage in senior industry level groups that work to tackle emerging strategic issues. 7. Understanding of the complexity of driving change in multi-tiered supply chains or a deep understanding of a specific sustainability topic. |
| Influence: | We need Board members who are:   1. Senior leaders and decision makers in their own organisation. (Board level or senior executive team.) 2. Influential externally within their sectors, ideally holding positions of influence in relevant external groups. 3. People who are able to demonstrate having influenced positive change in organisational culture and the adoption of new approaches and technologies. |
|  | Details: |
| Diversity: | Fairness, Inclusion & Respect. They are more than just words for us, they are central to; how the School operates, how we build our teams, what fuels our innovation, and help create an industry that is better for all. We strive to ensure our Board reflects this diversity. |

**Process & Guidance**

If you are intending on sending in a nomination 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@supplychainschool.co.uk by **5pm on Friday 14th March 2025.**
* **Please note that if you are shortlisted, interviews will take place the week beginning 24th March & 31st March. Confirmed dates and times will be sent nearer the time.**
* Nominations 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 400 words):

|  |  |
| --- | --- |
| Required | Details |
| Name |  |
| Current position |  |
| Organisation |  |
| Contact email |  |
| Telephone |  |
| Professional  background  and skills |  |
| Industry influence |  |
| Other relevant information & involvement and experience of the School |  |