

**NOMINATION FOR COMMITTEE MEMBERSHIP**

*To be completed by anyone wishing to stand for Committee membership.*

**N.B. This form must be received by the Secretary by Wednesday 27th November 2024  
*Nominations will not be accepted after that date.***

I agree to being proposed as a member of the Committee for the year 2024/25

Name ..... Signed .....

Plot No: .....

**Proposed by:**

Name ..... Signed .....

Plot No: .....

**Seconded by:**

Name ..... Signed .....

Plot No: .....

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**You will find the Role Description for a Committee Member on the reverse of this form,  
so that you will know what is expected.**

## **Role Description Committee Member**

### **Purpose**

The purpose of a Committee Member is to contribute to the collective decision making needed within the Committee to achieve the objectives of BEAS Limited. They are expected to work as part of a team, supporting agreed Committee activity and decisions, undertake specific roles as appropriate to their skills and experience and, in addition, play an active role in Committee meetings.

### **Delegated Responsibilities**

Committee Members are non-executive and have no delegated responsibility outside of a Committee meeting, other than those responsibilities delegated to them if they hold a specific role for the Committee (for example the Treasurer).

### **Specific Responsibilities include:**

1. An expectation to attend Committee meetings whenever possible and to have suitably prepared by being familiar with the papers and willing to contribute as appropriate.
2. To review the draft agenda prior to each Committee meeting and contribute items or amendments as appropriate in advance.
3. Recognising and dealing with conflicts of interest where they exist and make all decisions solely in the interests of the Society.
4. To uphold all majority decisions taken by the Committee as a collective.
5. To ensure that any actions or delegated activity assigned to them is carried out in the timescales agreed.
6. To uphold confidentiality at all times.
7. To be available to plot holders as required to answer queries or concerns and to inform them of the next steps if any issue needs to be addressed more formally.
8. To be prepared to be part of the rotas to ensure cover for the shop, toilet cleaning duties and site maintenance as required.
9. To support any agreed activity being run by the society such as the Open Morning, Working Parties, Judging Teams or other special events or meetings wherever possible.
10. To act in a way that supports the Society, maintains its reputation and the confidence of the members.