

NOMINATION & ELECTION PROCEDURES

'Our Vision is an inclusive, participative and democratic society where people are actively involved in making a positive contribution to their communities.'

1. The Volunteer Development Agency's Mission & Core Aims

The Volunteer Development Agency's mission is to promote and develop volunteer involvement as a valuable and integral part of life by:

- Promoting a positive climate for volunteering
- Developing and supporting standards of practice for involving volunteers
- Developing the capacity of the volunteering infrastructure, and
- Influencing public policy.

2. Volunteer Development Agency Values

Participation – the participation of people in communities and organisations should be highly valued, supported and recognised.

Inclusion – diversity should be valued and everyone should have the opportunity to contribute to society.

Equal Opportunities – everyone should be treated fairly and have an equal opportunity to access appropriate resources and services.

Quality – a commitment to excellence and continuous improvement should be evident in all aspects of the Volunteer Development Agency's work.

Partnership – the organisation's aims and objectives are best achieved through teamwork and where appropriate through building external partnerships.

Safety – valuing and promoting the health, safety and wellbeing of individuals, in particular, children and vulnerable adults, is central to the development of a healthy society.

Valuing People – staff and volunteers are a valuable resource and should be supported, guided and given the opportunity to develop.

3. Volunteer Development Agency Members

Given that the Agency is a membership organisation reflecting the aspirations and articulating the concerns of its Members, primacy of place as FULL MEMBERS is given to voluntary and community organisations. Other organisations whether non-governmental or statutory (but not government departments) and individuals are welcomed into membership as ASSOCIATE MEMBERS. As such, unlike Full Members, they have not the right to nominate or vote.

4. Policy Decision-Making

The Agency's policies and the entire direction of its affairs are decided by an Executive Committee. The Executive Committee members (who in law are the directors of the charitable company limited by guarantee) are elected for a **four-year** term by the votes of eligible Full Members.

5. Executive Committee Member's Responsibilities

The obligations upon members of the Executive Committee are:

- I. To endorse the vision and values of the Agency
- II. To set and oversee the development and implementation of the Agency's strategic and operational plans
- III. To be responsible and accountable for the effective and efficient functioning of the Agency
- IV. To oversee personnel and financial management

- V. To be interested in and aware of volunteering matters and/or represent the concerns of volunteer involving organisations in general.

6. Demands upon Executive Committee Members

The Volunteer Development Agency expects members of its Executive Committee:

- I. To prepare adequately for and regularly to attend Executive Committee meetings. These are normally held at six-weekly intervals in the Agency's offices at 12.30pm (lunch provided)
- II. To be willing if requested to serve on Executive sub-committees or working groups. There are standing sub-committees with delegated responsibility for Finance & Personnel, Grants Schemes and other appropriate programmes
- III. To be willing, if requested to represent the agency on the committees of other bodies
- IV. To attend and/or represent the Agency at its functions and events.

7. Nominations to the Executive Committee

The right of nominating persons for election to serve on the Executive Committee rests with **Full Members only**. To be eligible to nominate a person for election the Full Member must:

- on the day upon which nominations close to be a fully paid-up member of the Volunteer Development Agency.

8. Choosing Nominees

The choice of whom to nominate is left entirely to the nominating Member. A nominee may be:

- a volunteer or paid staff member of a member organisation.

When making the choice consideration should be given to the responsibilities and demands of Executive Committee members. The Volunteer Development Agency is looking for people with appropriate management skills/experience. The Executive Committee leads a dynamic organisation that is responsible for 25+ staff and a substantial annual budget, an organisation that is committed to the provision of high quality services.