



Elections 2012 Chair and Advisory Group

Supporting Guidance

The Anti-Bullying Alliance (ABA) has an elected Chair and Advisory Group (of up to seven people) to support, guide and inform the work of the Alliance on behalf of its members. As an elected body the Advisory Group has the power to make decisions within agreed ABA policy and make recommendations to the Anti-Bullying Alliance Membership.

The elections are conducted by the National Children's Bureau's (NCB) Organisational Support Directorate on behalf of ABA.

Election Procedures

Elections take place every three years. All ABA core member organisations are eligible to put forward a representative to stand for election as Chair or as a member of the Advisory Group. However, during their 'period in office' they will be unable to undertake paid work on behalf of the Alliance. To ensure the Advisory Group has the composite skills and experiences it needs, it has the right to co-opt a maximum of two additional members. The Programme Director (Education and Learning) at NCB is delegated by the NCB Board of Trustees to have a permanent position on the Advisory Group and does not stand for re-election.

Election Process

Those wishing to stand in the elections should complete the nomination form which:

- Confirms which position they are standing for.
- Provides the name of a person from another Alliance member organisation who will support the application.
- Asks for a short biography and list of the skills and experience being offered as a member or Chair of the Advisory Group.
- Confirms their organisation's consent to stand and fulfil the commitment required.

Timescale for Election Process

- Nominations (using the attached form) must be returned by **16 April 2012**
- Ballot Forms for both elections will be sent to all members by **1 May 2012**
- Ballot forms must be returned by **1 June 2012**
- The new Advisory Group and Chair will be announced by **15 June 2012**.

Nominees for the Advisory Group and Chair will be listed on the ballot forms and each member will be asked to place an X next to their choice(s). The nominees with the most X's will be elected.

Role and Commitment

- There are four Advisory Group meetings a year with additional ad hoc meetings as required.
- Advisory Group members are expected to attend all three full Alliance member meetings per year.
- Advisory Group members may be asked to join/chair a Working Group as/when appropriate.
- The Advisory Group is responsible for advising on the policy work of the national Anti-Bullying Alliance, including policy and project development and fundraising.
- Anti-Bullying Alliance funded projects are managed by the National Children's Bureau.
- The Chair meets separately with the ABA Coordinator at least three times per year and is required to attend meetings on behalf of the Alliance and provide support to the Coordinator as necessary.

Terms of Reference for the Advisory Group

The Advisory Group is an elected body consisting of a Chair and up to seven people, which has delegated authority from the ABA membership to:

- Steer ABA's strategic development and agree policy.
- Identify priorities for the programme of work.
- Consider suggestions and feedback from the regional coordinators and regional networks.
- Agree public statements within the remit of ABA policy and make recommendations to members on key issues.
- Consider applications for membership.
- Develop agendas for ABA meetings.
- Advise and support funding proposals.
- Act as ambassadors for the Alliance.

The Programme Director (Education and Learning) attends all Advisory Group meetings as the delegate of the NCB Board of Management. In addition the Advisory Group has the power to co-opt onto the group if it needs a broader representation. This may include ensuring that people who are directly working with children and young people are included on a regular basis in the strategic development of ABA.

There must be a quorum of at least five Advisory Group members present at each meeting. The Advisory Group is serviced by the ABA Coordinator and meets four times per year (more meetings may be called if needed). The Chair and Advisory Group Members sit on the group for three years starting June 2012 at the end of their term they must stand for re-election or stand down.

Need further information?

If you are considering standing for election and would like further advice or information, please contact Sue Steel (ABA Coordinator) on 020 7843 1165 or email ssteel@ncb.org.uk, or Ross Hendry (ABA Chair) at ross.hendry@childrenscommissioner.gsi.gov.uk