

**British Sub-Aqua Club
Council Nomination Form
Election 2024**





COUNCIL BALLOT

FOR THE TERM OF OFFICE 2024-2027

As a current member of BSAC, I, the undersigned, wish to nominate myself for the position of: (please clearly tick one appropriate box)

- National Diving Officer
- Honorary Treasurer
- Council member

Nominees must be listed as a paid-up full member on the BSAC database as at 23:59, **31 January 2024**. Successful candidates BSAC membership must also be valid when the AGM is held.

IMPORTANT NOTE:

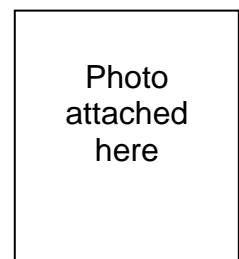
Please refer to the enclosed guidelines prior to completion of nomination form and CV.

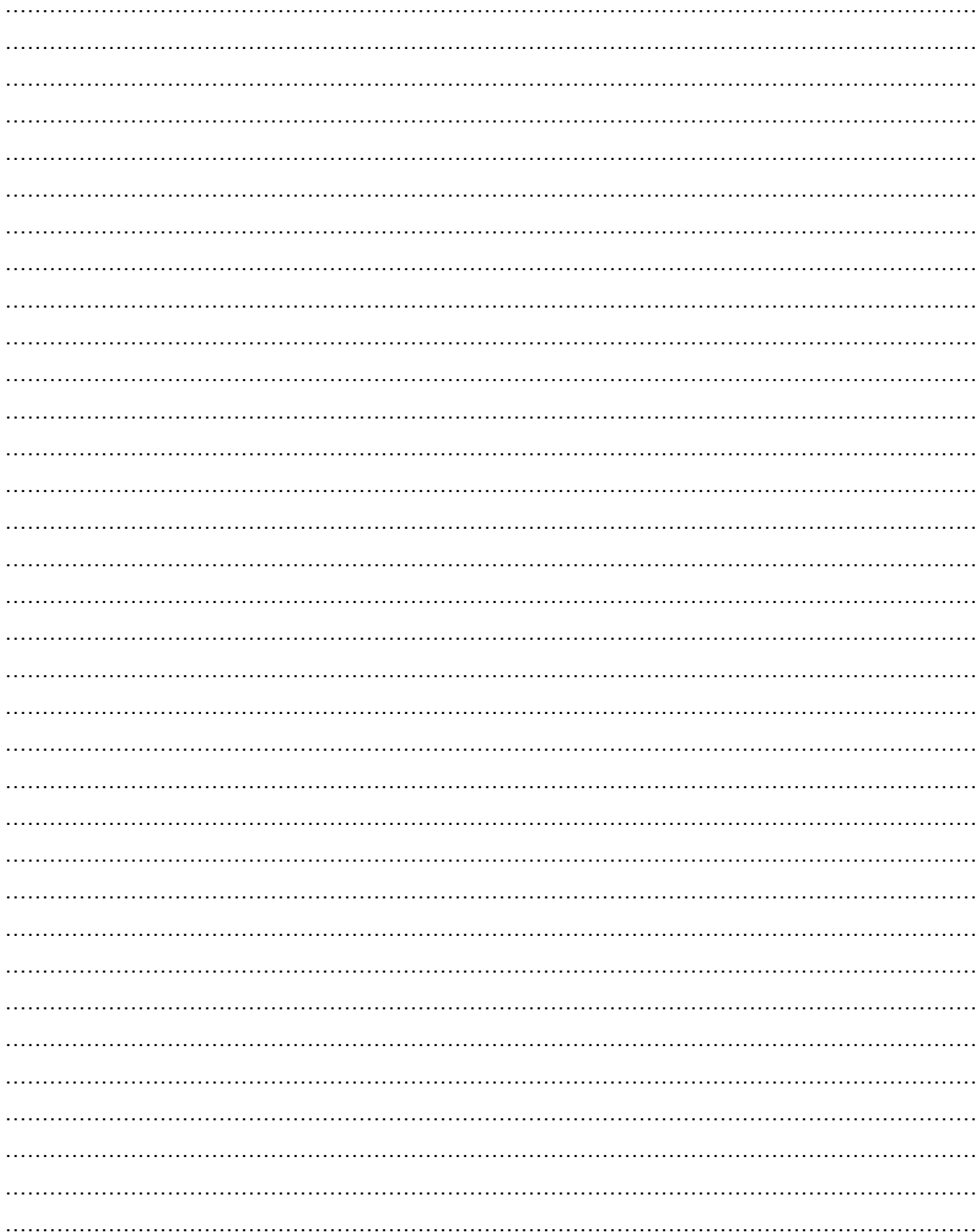
I agree to serve in the above capacity if elected:

Signature Membership number

NAME (BLOCK CAPITALS)

(All of the above details must be accurately completed)
Membership receipt should be attached if renewal has been recent





GUIDELINES

Submission of paperwork

CVs and photographs for publication **must** be submitted so as to be received at BSAC HQ by the Honorary Secretary no later than **23:59, 31 January 2024**. Only **one** application per nominee is allowed.

Submissions should be addressed to:

Honorary Secretary, C/O BSAC Chief Executive Officer, Mary Tetley, BSAC Headquarters, Telford's Quay, South Pier Road, Ellesmere Port, Cheshire CH65 4FL, United Kingdom.

Envelopes should be marked "Private & Confidential".

Submission via online form

CVs and photographs for publication **must** be sent so as to be received by the Honorary Secretary no later than **23:59, 31 January 2024**. Only **one** application per nominee is allowed.

Submissions via the online form are electronically sent to the Honorary Secretary and are marked as 'Private & Confidential'. You will be provided with a summary upon submission for your records.

Verification of receipt

In both submission methods it is the responsibility of the sender to check for successful delivery, online form submissions may be acknowledged as received, mailed submissions will NOT.

It is advisable to submit all applications a few days in advance of the closing date to avoid disappointment in the event that the submission is not received.

Validation of nomination

- I. All Nominees must be current fully paid-up full members of BSAC as shown by the BSAC database as at **23:59 on 31 January 2024**. For avoidance of doubt, a current fully paid-up member will hold a current membership receipt.
- II. The Honorary Secretary will check the HQ database at the close of nominations for proof of current Membership of the Nominee and listing on the database.
NOTE: It is the responsibility of the nominee to ensure that they are listed on the BSAC database by the close of nominations.
- III. If no receipt is attached and a check of the HQ database does not show current membership of BSAC, then the nomination will be refused.
- IV. All nominees must also be current fully paid up members of BSAC at the time of declaration of results of the ballot (i.e. at the AGM).
- V. The Honorary Secretary will again check the HQ database immediately prior to the AGM for proof of current membership.

Completion of CV

As BSAC is a Company, limited by guarantee, successful nominees become Directors of the BSAC and have significant legal responsibilities arising from that position, enforceable under Company Law. Suitable business skills are therefore desirable to enable the successful nominee to be effective within the position and should be clearly stated within the relevant section of the CV appropriate to the position applied for. This will also enable the membership, when casting their vote, to make a more informed choice.

The following paragraphs give advice as to the responsibilities of each position and outline considered desirable skills. For each position a time commitment is expected and required in order to be effective.

Time requirements for BSAC Council members

As a Council member, attendance at meetings is expected. These meetings take place at least quarterly, and Council members need to spend time on any tasks that have been allocated by Council to that member. It is also necessary, on occasions, to spend time at BSAC HQ and for attendance at conferences and shows.

In view of the foregoing, all nominees should consider the time factors required and ensure they are able to make this commitment before applying for any position.

Time requirements for BSAC Officers

As an Officer of BSAC, the required time commitment is very significant, and it is not unusual to use approximately 25 hours per week of spare time undertaking work on behalf of the BSAC. It is also necessary, on occasions, to spend time at BSAC HQ together with attendance at conferences, shows and Council meetings.

The Articles of Association of the BSAC set out the duties and responsibilities of the Officers of the BSAC:

The Honorary Treasurer

- (1). The Honorary Treasurer shall:
 - a) be responsible for the financial administration required by the Articles and by statute.
 - b) keep proper books of account of all sums received and expended on behalf of BSAC other than by Branches and shall record the assets and liabilities of BSAC so as to show a true and fair view of the state of its affairs and explain its transactions.
 - c) prepare a statement of income and expenditure and a balance sheet to the Accounting Reference Date each year which they shall cause to be examined by BSAC auditors and presented to Council not less than 21 days before each Annual General Meeting.
 - d) effect in the name of BSAC and keep records of all investments by Council. They shall arrange for all such monies and securities to be deposited at such branch of such bank as Council may direct to the credit of an account in the name of BSAC for which cheques or other orders shall be signed by not less than two signatories authorised by Council.
 - e) be responsible for the calling in and collection of all debts and of subscriptions from Branches and affiliated bodies and for the discharge of all liabilities of BSAC out of BSAC funds as Council may direct.
- (2). The Honorary Treasurer may be assisted in all their duties by such person or persons as Council may approve.

The National Diving Officer

- (1). The National Diving Officer shall:
 - a) be the adviser to Council on all technical aspects of diving and shall be responsible for diving arrangements in connection with BSAC activities;
 - b) prepare diving regulations for approval and publication by Council in which shall be laid down the standards of training and experience and theoretical knowledge required for the purpose of BSAC theoretical and practical diving examinations;
 - c) arrange for examinations to be held and certificates of qualification to be issued to those who attain the required standard in such examinations;
 - d) report to the Annual General Meeting on all matters which fall within their responsibilities.
- (2). The National Diving Officer may be assisted in their work by such person or persons as Council may approve.

Please note: The content on the nomination forms will be directly lifted and reproduced on the BSAC website and in the election candidate profiles. **Please do check spelling and grammar before submitting your completed nomination form.**