



BATOD Special Interest Group (SIG) Nomination Form (Resource Provisions)

Nominations are invited for the following positions for the term March 2024 - February 2026

Election to the BATOD SIG (Resource provisions) – Chair (outline of role on page 3)

No more than one candidate (full member) for election to the SIG (resource provision) may be proposed or seconded by the same person. BATOD Steering Group members are unable to propose or second any nomination.

Candidate's full name (BLOCK CAPS)	
Home address, email and telephone number	
Proposer: full name and signature	
Secunder: full name and signature	
Secunder: full name and signature	
Candidate's signature	

Election to the BATOD SIG (Resource provisions) – Treasurer (outline of role on page 3)

No more than one candidate (full member) for election to the SIG (resource provision) may be proposed or seconded by the same person. BATOD Steering Group members are unable to propose or second any nomination.

Candidate's full name (BLOCK CAPS)	
Home address, email and telephone number	
Proposer: full name and signature	
Secunder: full name and signature	
Secunder: full name and signature	
Candidate's signature	



Election to the BATOD SIG (Resource provisions) – Secretary (outline of role on page 4)

No more than one candidate (full member) for election to the SIG (resource provision) may be proposed or seconded by the same person. BATOD Steering Group members are unable to propose or second any nomination.

Candidate’s full name (BLOCK CAPS)	
Home address, email and telephone number	
Proposer: full name and signature	
Secunder: full name and signature	
Secunder: full name and signature	
Candidate’s signature	

Election to the BATOD SIG (Resource provisions) – NEC Rep (outline of role on page 4)

No more than one candidate (full member) for election to the SIG (resource provision) may be proposed or seconded by the same person. BATOD Steering Group members are unable to propose or second any nomination.

Candidate’s full name (BLOCK CAPS)	
Home address, email and telephone number	
Proposer: full name and signature	
Secunder: full name and signature	
Secunder: full name and signature	
Candidate’s signature	

NOTE: All candidates are requested to attach a statement (approximately 250 words) relating to their present post, past experience, current professional interests and any offices held.

Please send your statement electronically to Teresa Quail, National Executive Officer, via exec@batod.org.uk along with a digital photograph. These details will accompany the ballot form if an election is necessary and appear on the BATOD website in the members only area.

Completed forms should be returned no later than 30th November to exec@batod.org.uk



BATOD SIG Chair (Resource Provision)

Tenure: Elected for 2 years as Chair, 2 years as Past Chair.

Financial implication: Normal BATOD expenses payable

Meetings commitment:

SIG - typically four meetings per year plus the AGM

others by agreement with NEC with regard to Association Business

Responsible to: BATOD NEC.

All work is done in collaboration with other SIG Resource Provision members. Major items are discussed and confirmed and ratified by BATOD NEC. The Chair may, however, respond independently on behalf of the Association but must always express the views of the Association which may not be those held personally.

Activities undertaken:

- Chair SIG meetings and other meetings as appropriate
- Liaise with other members of the SIG as required
- Act as official representative of BATOD at meetings with other agencies and attend relevant functions
- Lead the development of the Association and promote the priorities of its work
- Plan outline agendas for SIG meetings

Time commitment:

Time commitment as necessary, in addition to meetings detailed above

BATOD SIG Treasurer (Resource Provision)

Tenure: Elected for 2 years.

Financial implication: Normal BATOD expenses payable

Meetings commitment:

SIG - typically four meetings per year plus the AGM

others by agreement with NEC with regard to Association Business

Responsible to: BATOD NEC.

This treasurer is responsible for the accounts of the SIG (Resource Provisions). These will include accounts for the running costs of the SIG committee and for any events arranged by the SIG.

The operational aspects of the role will align with the Region/Nation Treasurer role. Guidance can be found here <https://www.batod.org.uk/about-us/the-role-of-the-treasurer-of-the-regions-and-nations/>

Activities undertaken:

- Liaise with Chair to manage the assigned financial account
- Submit annual account for the financial year to the National Treasurer
- Liaise with other members of the SIG as required

Time commitment:

Time commitment as necessary, in addition to meetings detailed above



BATOD SIG Secretary (Resource Provision)

Tenure: Elected for 2 years.

Financial implication: Normal BATOD expenses payable

Meetings commitment:

SIG - typically four meetings per year plus the AGM

others by agreement with NEC with regard to Association Business

Activities undertaken:

- Liaise with Chair to organise SIG committee meetings
- Co-ordinate and distribute agenda for meetings
- Minute SIG committee meetings and distribute to participants; update action points before next meeting
- Book speakers/session leaders for events
- Liaise with committee members over progress of event planning, designated tasks etc.

Time commitment:

Time commitment as necessary, in addition to meetings detailed above

BATOD SIG NEC Representative (Resource Provision)

Tenure: All region/nation NEC members have a maximum of three 2-year periods of office

Financial implication: Normal BATOD expenses payable

Meetings commitment:

SIG - typically four meetings per year plus the AGM, plus four NEC meetings per year plus the BATOD National AGM

others by agreement with NEC with regard to Association Business

Responsible to: BATOD NEC.

Activities undertaken:

- Represent the SIG committee and members at the NEC, raising challenges and issues specific to resource provisions
- Feed back fully to the SIG committee following meetings of the NEC - thus cascading the work of the association in fulfilling its aims and objectives to all its members
- Implement in the SIG decisions of the NEC where relevant

Time commitment:

Time commitment as necessary, in addition to meetings detailed above