This paper is sent to all Members of the Ri and sets out the procedures relating to the Call for Nominations of Prospective Candidates in respect of the Election or Re-election to the Ri Board of Trustees 2021.

It also sets out the election procedures and includes notification of the date of the Annual General Meeting at which the results of the election will be announced.
Notification of Annual General Meeting 2021

The Royal Institution (Ri) Annual General Meeting 2021 will be held on Thursday 8 April 2021 at 6.00pm. More details, including an agenda, will be sent to all voting Members before the meeting.

Election of Trustees 2021

In accordance with Byelaw 14, one third of the Elected Trustees (three Trustees) will retire at the AGM. This paper outlines the procedures around the Call for Nominations of Prospective Candidates, together with the skills and experience that are being sought for the Board.

Further information about the structure of the Board of Trustees and existing members is included at the end of this paper. A template form is provided, which should be used if you wish to nominate a suitable candidate or wish to stand for election yourself.

Person specification

Nominees should be able to demonstrate the following abilities and attributes:

- An understanding of and an enthusiasm for the Ri's vision and mission
- The ability to contribute at Board level regarding current and future initiatives, within the context of the Ri's overall strategy
- The time required in order to attend quarterly Board, Committee meetings (if relevant), and other ad-hoc meetings as necessary
- The ability to work constructively and collaboratively with others on the Board, Committees and Ri Team
- Excellent communication and ambassadorial skills
- Shares the Board’s commitment to widening equality, diversity and inclusion across the Ri.

Additional skills and experience criteria

The Ri’s mission is ‘to create opportunities for everyone to discover, discuss and critically examine science and how it shapes the world around us’. To support this work the Nominations Committee has conducted a skills audit of the Board and have identified that expertise in the following areas is vital to achieve our mission:

- Experienced audit practitioner with cyber security knowledge – to be a member of the Audit and Risk Committee supporting the Chair of the Committee as well as advising the Committee and Board on cyber security.
- Science communication, research and education – to support and promote Ri programmes and events throughout the science, research and education community
- Museums and cultural sector leadership – to support the work of the Collections and Heritage team
- Digital - with experience in building up an approach to digital communications, digital marketing and digital user experience to support and expand engagement with our audiences.
The Nominations Committee would like to invite Voting Members to submit their nominations for prospective candidates to the Board, to be received by the Committee no later than 12.00 noon on Thursday 7 January 2021.

Individuals will need to demonstrate expertise in one or more of the above areas and commit the necessary time to fulfil the requirement of being a Trustee. Information on the role of a Trustee is available on the website at rigb.org.

The Ri welcomes nominations from Members regardless of their age, gender, disability, ethnicity, religious belief, sexuality, or marital status.

Nominations Procedure

A nomination form is provided at the end of this paper. This can either be posted or scanned and emailed to the Ri. In order for a nomination to be valid the following information must be included:

- Name, membership number and contact details of nominee
- Name, membership number and contact details of proposer
- Confirmation that the nominee has been contacted by the proposer and is happy to stand
- A CV (of no more than one page in length) of the nominee
- A statement (no more than 300 words) describing the candidate’s relevant experience and validity against the skills requested.

Please note that the nominee and proposer must be current Voting Members of the Ri. Nominations that do not contain all the above information will not be considered valid.

Members may nominate more than one candidate (but no more than five) and are requested to ensure that each nomination is submitted separately.

Please send nominations to:
To: E: governance@ri.ac.uk
P: The Chair of the Nominations Committee, c/o Governance & Risk Manager, The Royal Institution of Great Britain, 21 Albemarle Street, London W1S 4BS
By: 12.00 noon on Thursday 7 January 2021

It is the proposer’s responsibility to ensure the validity of their submission. Missing information will not be sought by the Ri.

Any questions about the nominations process must be received in advance of the above deadline and should be directed to the Governance Office on telephone number +44 (0)20 7670 2951 or by emailing: governance@ri.ac.uk

What happens next?

In the event that there are more valid nominations than vacancies, nominees will be invited to interview with the Nominations Committee on Tuesday 12 January 2021. Candidates will be asked to demonstrate their skills and experience as per the Person specification and Additional skills and experience criteria as set out on page 2 of this document.
A ballot of Voting Members will take place at least 11 weeks before the AGM, and further information will be circulated as required. The ballot paper will contain:

- A note of the Board requirement
- Details of all candidates.

**Further procedures for election to the Ri Trustee Board**

Those successful in the election to the Ri Trustee Board must successfully complete the following procedures before their election can be proposed to Ri Members at the annual AGM:

1. Completion of an enhanced DBS check – facilitated by the Ri’s Designated Safeguarding Officer (DSO) or Deputy Designated Safeguarding Officers (DDSOs).
2. Signed declaration stating they are not disqualified to serve as a Trustee of a charity (further information can be found [here](#)).
3. Signed agreement confirming that they have read and will abide by the Ri’s governing documents and policies including, but not limited to:
   a. Ri Byelaws
   b. Health and Safety policy
   c. Safeguarding policy for children
   d. Safeguarding policy for adults at risk
   e. Money laundering policy
   f. Conflict of Interest policy
   g. Trustee Code of Conduct
   h. Gifts and hospitality policy
   i. Disclosure in the public interest (whistleblowing) policy.

For further information on the above please email governance@ri.ac.uk
Composition of the Board of Trustees 2021

Under Byelaw 13

The Board comprises not more than 13 Trustees, made up of a maximum of:
Nine Elected Trustees
Up to four Appointed Trustees (appointed by the Elected Trustees)

Current Board of Trustees

*Sir Richard Sykes, Chair, Science Communication, Strategy (appointed 2020)
+ Dr Sophie Forgan, Heritage and Collections
Simon Godwin, Member Finance Committee and Chair of the Development Group
+ Lord Julian Hunt, Science Research and Education
Dr Suze Kundu – Audience Engagement specialist
Sir Roland Jackson, Communications and engagement
John Krumins, Chair Finance Committee
Renato Lulia – Audit & Risk specialist
*Chris Potter, Chair Audit and Risk Committee (appointed 2020)
Angela Seddon – Audience Engagement specialist
+ Alison Woollard, Science Communication/Research/Policy

+ Trustees retiring in accordance with Byelaw 14
*Appointed Trustees retiring in accordance with Byelaw 15
NOMINATIONS FOR Prospective Candidates 2021 ELECTION OF ELECTED TRUSTEES

Please note that a Member may nominate no more than five candidates

Your details (Proposer)

<table>
<thead>
<tr>
<th>Proposer Full Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposer Membership Number</td>
<td></td>
</tr>
<tr>
<td>Proposer Contact Details</td>
<td>Email:</td>
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<tr>
<td></td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

Details of the Member you are nominating

<table>
<thead>
<tr>
<th>Nominee Full Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Nominee Membership Number</td>
<td></td>
</tr>
<tr>
<td>Nominee Contact Details</td>
<td>Email:</td>
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<tr>
<td></td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

Skill / Experience Category

- Audit and risk practitioner with Cyber security
- Museums and Cultural Heritage
- Science Communication research and education
- Digital - with experience in building up an approach to digital communications, digital marketing and digital user experience to support and expand engagement with our audiences

Please ensure that you have attached:

Statement

CV

Declaration:
To my knowledge the nominee is a Voting Member of the Royal Institution of Great Britain.

Signed:  
(Proposer)

Please post this form to:
The Chair of the Nominations Committee, c/o Governance Office, The Royal Institution of Great Britain, 21 Albemarle Street, London W1S 4BS

Or scan and email it to governance@ri.ac.uk to be received no later than 12.00 noon on Thursday 7 January 2021.
Notes

• To be entitled to propose a candidate in this election, the Proposer must be a Voting Member of the Royal Institution of Great Britain at the date of the nomination (Thursday 7 January 2021) and entitled to vote at the 2021 AGM

• A Voting Member may not nominate him/herself

• To be validly nominated as a candidate, nominees must be a Voting Member of the Royal Institution of Great Britain at the date of the nomination (Thursday 7 January 2021) and entitled to vote at the 2021 AGM and have relevant skills and experience in the area of their nomination

• All information required for the nomination must be received by 12 noon Thursday 7 January 2021

• For the avoidance of doubt, Ri Fellows, Ri Patrons, Ri Members and Ri Members (U26) are Voting Members of the Royal Institution of Great Britain