

STAMMA TRUSTEE ELECTIONS

Guidance for members wishing to stand for election to the Board of the British Stammering Association, trading as Stamma, July 2020.



STAMMA

GUIDANCE FOR APPLICANTS

Thank you for your interest in becoming a Trustee. This is a voluntary position. There are two vacancies open each year, and the term is three years. Read all the information below before applying. Applications must be received by 5pm on Monday 3rd August.

Trustees play an essential role in the governance and development of a charity, legally holding six main duties:

1. To ensure the charity is carrying out its purposes for the public benefit.
2. To ensure that the charity complies with its governing document and the law.
3. To act in the charity's best interests.
4. To manage the charity's resources responsibly.
5. To act with reasonable care and skill.
6. To ensure that the charity is accountable.

Find out more [here](#). You will be joining us as we begin year three of our [five-year plan](#).

What can you offer?

We need individuals with skillsets that we lack: legal knowledge around discrimination and/or corporate entities; team management, leadership, human resources, speech and language therapy and helpline management. We also want to ensure that we can best represent the views of people across the UK so encourage applications from under-represented groups, including members who:

- are aged 25 or under
- are from minority communities, ie diverse racial and/or religious backgrounds
- have a physical disability.

Who can apply?

To apply you need to be a member of Stamma, be resident in the UK, have supplied us with a postal address, and be aged 18 or over. You don't need to be someone who stammers to apply - but you do need to be passionate about the issue, and it requires a significant time commitment.

There are rules which disqualify certain people from being a Trustee of a charity, please check [here](#) to ensure that you can stand. It can be an offence to act whilst disqualified.

Meeting dates

As a Trustee, you are expected to serve for a minimum of three years. The Board meets at least four times a year, around every three months. At a minimum, you must be able to attend three of these meetings each year. Reasonable travel expenses will be reimbursed. Meetings are usually on a Saturday in central London, lasting for the whole day (11am-4pm), although under lockdown we are meeting online. You are expected to sit on additional sub-committees (usually online meetings) that address particular topics, according to your interest, skill and availability.

You are also required to physically attend at least one staff meeting (held on a Thursday) in person in your first year and at least one online staff meeting, held each day at noon. Physical staff meetings are normally held in London, but four times a year we will hold them in other parts of the UK.

You will need to attend the AGM on 10th October.
The next Board meeting is on 22nd January 2021.

Are you sure you want to stand?

It's a big commitment. You will be giving up many evenings and weekend days to the charity over the three-year period. Make sure you fully understand our [Mission and Strategic Objectives](#), and check out the Charity Commission advice before you apply.

Timetable

3rd August	Nominations close
7th August	Voting papers sent out
4th September	Voting closes
5-16th September	Notification for AGM to be sent out
10th Oct	AGM

How to apply

Staff are working remotely, so you need to apply online via this [link](#)

Write your pitch

1. In the first section, tell us about yourself. In the next section, talk about your strengths and skills. Finally, tell us how you think you can help us deliver on our strategic goals.
2. Get a friend, family member or colleague to proof read your application.
3. How will you encourage people to vote for you and creatively campaign for support?
4. Submit your application using the online form. Applications need to be in by **5pm on 3rd Aug**. Applications received after this date will not be considered.
5. A photo of yourself is optional. If provided, it must be of only yourself (no group pictures), of a high resolution and at least 300 pixels wide and 500 pixels high.

Campaigning for votes

The information you provide in your application, excluding contact details, will be added to the stamma.org website for the duration of the election campaign. This will include your photo and/or video if you choose to provide either or both of these optional items.

Some candidates will be well known because they've attended past conferences and events, some candidates are active in their local groups, and others on social channels. You have an opportunity to make a video talking about your candidacy (visuals entirely up to you), which we'll upload on our website. Candidates will also have the chance to take part in a hosted Q&A on Facebook.

Withdrawal of candidacy

Candidates will be removed for election if they:

1. Spend money on their campaign.
2. Disparage other candidates.
3. Behave in a manner that might be interpreted as harassing or intimidating members, eg. approaching individuals and asking who they will vote for / if they will vote for you.
4. Take any action that may bring Stamma into disrepute.

Social Media

You may wish to include links to your social media accounts. If you choose to share these, they will be added to your candidate profile on stamma.org

Videos

You may wish to upload a video to accompany your candidacy. This is optional and, as evidenced by previous BSA Trustee elections, is not essential to being elected. We'll send guidelines to candidates once nominations have been received. Your video will be shared across the following platforms:

1. Our website – stamma.org
2. Our YouTube channel.
3. Our Facebook page and our Closed Facebook Group.
4. Our Twitter account.

You may choose to have your video removed from the sites listed above at any time. The videos will automatically be removed following the result of the Trustee vote.

Any video to be featured must be submitted by 5pm on Friday 14th August. Any videos submitted after this time will not be posted by Stamma. Candidates may not post any videos to the named locations listed above but are welcome to post on other channels and sites as you feel relevant.

The Closed Facebook Group

Going by previous elections, the Closed BSA Facebook Group is likely to be the forum in which nominees and voters will most frequently discuss the election. Nominees are welcome to comment and answer questions posed by members of the group, however nominees must adhere to the rules of the group and act courteously towards other nominees, group members and the group administrators. Any nominee may be removed from the group for the duration of the campaign if it is felt that their behaviour is inappropriate.

Nominees and voters should report any posts or comments that they feel are inappropriate. Similarly, any inappropriate private messages should also be reported to the group administrators. Any concerns regarding activity in the group can also be sent directly to mail@stamma.org.

Posting in the Closed Facebook Group

Candidates may **not post more than once a week** in the Facebook group during the campaign period. If a candidate posts more frequently than this, their posts will be removed and they may be blocked from the group for the rest of the campaign.

Candidates may comment on others' posts as frequently as they wish, provided that their comments are in line with the rules of the Closed Group.

Live Chats

Each candidate may, if they wish, take part in one live Q&A on the Closed Facebook Group during the duration of the campaign. This live chat may not run for longer than 60 minutes. If any candidate attempts to host more than one live chat on the closed group, they may be blocked from the group for the rest of the campaign. Timing of live chats will be decided once final nominee numbers are received.

Get in touch with us if you have any questions. Call the office on 020 8983 1003 or email mail@stamma.org. You must apply by 5pm on 3rd August. Good luck.