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## Nomination Form – AGM 2024

I \_\_\_\_\_ would like to stand at The Norwich Society's AGM 2024 as an Executive Committee member (*see over the page for details of officer and committee roles*)

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### NOMINEE SUPPORTING STATEMENT

Please provide up to 400 words stating why you would like to stand for election to The Norwich Society's Executive Committee to support your nomination.

*Suggested details to include are topics such as previous experience or involvement with the Society, areas of interest in the Society's work, and the skills, knowledge and experience you will bring to the role. Please use a clearly labelled separate sheet for the statement if needed.*

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### ELIGIBILITY

All current members of The Norwich Society are eligible to stand for any Executive Committee role open for election – there is no requirements for previously serving on a sub-committee. The process is self-proposed and does not require a seconder. More information can be found in The Norwich Society CIO's constitution, available on the website, or by contacting Rachel Kirk, Chief Administrative Officer. See contact details below.

### ROLES

**Chair – not open for re-election until 2025.**

#### Vice-Chair

- Deputises for Chair
- Shares representational functions

#### Honorary Secretary

- Ensures the administrative affairs of the organisation are conducted within legal requirements and advises on governance issues
- Ensure that Executive Committee meetings are properly administratively serviced
- Maintains the NS Risk Register and brings it to the EC regularly to report on progress and identify new risks
- Ensures adherence and compliance around key policies

#### Honorary Treasurer

- Provides financial oversight and guidance
- Prepares annual statements and accounts of the Society's finances
- Prepares monthly financial reports for the Executive Committee
- Oversees Gift Aid claims, major purchase decisions and other financial matters

#### Executive Committee members

Together with the Officers, the Executive Committee members are the Trustees of the Norwich Society CIO as a charity. Trustees are responsible for ensuring that the Society's activities are within its charitable objects and undertaken for the public benefit and that its resources are managed responsibly.

The Executive Committee meets monthly (remotely or at the Society's office), on a Monday evening, for about 90 minutes. Most members also serve on a sub-committee and/or working group: these meet separately.

### COMPLETED FORMS SHOULD BE RETURNED TO:

Rachel Kirk , c/o 71 The Street, Brundall, NR13 5LZ or signed, scanned and emailed to [admin@thenorwichsociety.org.uk](mailto:admin@thenorwichsociety.org.uk) **by Friday 19<sup>th</sup> April 2024** about standing for nomination or completing this form?