



**BOARD ELECTIONS 2011 –  
INSTRUCTIONS FOR NOMINATION OF DIRECTORS**

- A. Nominations are sought for the following members of the Board:  
**One (1) Board Director**  
The Role:
- The Board of Directors is the legal authority for British Fencing.
  - As a member of the Board, a Director is responsible for the effective governance of the organisation, setting the strategy and policies of the organisation and monitoring its delivery. The Directors are also the representatives of the company with external parties.
  - Board Directors will be required to attend Board meetings (currently up to 6 meetings plus the AGM).
  - Board Directors should show knowledge and skills in one or more areas of Board governance, such as: strategy; finance; operations; marketing and communications; commercial and business development; sport development and performance.
- B. **Nomination Date:** The closing date for the receipt of duly completed and signed Nomination Forms by the British Fencing (BF) Head Office at 1 Baron's Gate, 33/35 Rothschild Road, London W4 5HT, is noon on Saturday **20<sup>th</sup> August 2011.**
- C. The Nomination Form for each candidate includes a Details of Candidate Form. Nomination Forms can be obtained from BF Head Office on request. In order that, if desired, more than one nominator can be approached at the same time, additional copies of the Nomination Form can be obtained from BF Head Office. If this is done, the completed Details of Candidate Form must be accompanied by all the Nominators' Signatures parts, containing the original signatures, which must total not less than 15 (unless the Candidate is nominated by the Board).
- D. Nomination Forms and Details of Candidate Forms can also be downloaded from the BF website in word-processible form.
- E. The following is an extract from the Association's Bye-laws setting out the requirements for valid nomination of a candidate:

**"VIII.2 Nominations**

All candidates for election must have been validly nominated.

The conditions for making valid nominations are:

- (a) Nominations must be made by either:-
- (i) not less than 15 paid-up Members who are eligible to vote at general meetings; or
  - (ii) the Board;
- (b) No person or body shall nominate more than one candidate per vacancy, and Home Country Presidents and Treasurers shall not be eligible for nomination.

(c) Any Member over the age of 18 and, subject to there being at least one vacancy for a person who is exempt from being a Member, any person over the age of 18 not eligible to be a member may be nominated (see 3), except that:-

(i) only Members may be nominated for election as President or Honorary Treasurer;  
and

(ii) the nomination of any person eligible to be a Member will be valid only if such person is a fully paid-up Member on the date of the nomination.

(d) Each nomination must be made on an official Nomination Form and have a curriculum vitae of the candidate attached.

(e) (i) The Nomination Forms shall be in a form approved by the Board.

(ii) A Nomination Form shall be sent promptly to any Member who, by not later than five working days before the Nomination Date fixed under paragraph (f) below, has requested one in writing from the BFA Secretariat [i.e. BF Head Office].

(f) (i) The Board shall fix the date ("**the Nomination Date**") by which completed Nomination Forms must be received by the BFA Secretariat [i.e. BF Head Office].

(ii) The Nomination Date and the Job Description(s) shall be announced/published in "The Sword" magazine published most recently before the Nomination Date, and/or on the BF website, and/or in such other way as the Board may decide.

(iii) There must be a period of at least one month between the date on which the Nomination Date is published or announced and the Nomination Date.

(g) Each duly completed, signed, Nomination Form must be received by the BFA Secretariat [i.e. BF Head Office] on or before the Nomination Date."

*Teddy Bourne, British Fencing Electoral Officer/19th July 2011*