**CALL FOR NOMINATIONS TO COUNCIL 2018**

As of January 2018, there will be **four vacancies** on the SRF Council arising from the retirement of Dr Anthony Michael (Chair), Dr Franchesca Houghton (Programme Secretary), Professor Colin Duncan (Ordinary Member) and Dr Katie Woad (Ordinary Member).

Members of the Society are cordially invited to stand with a view to being elected to Council at the AGM on Friday 5 January 2018 during Fertility 2018 at the ACC Liverpool.

The Society is committed to ensuring equality, diversity and inclusion and so we would particularly welcome applications to join Council from female members of the Society and from those members based outside of the UK.

**What does the role of an SRF Council Member entail?**

Successful candidates would work alongside the following Council Members:

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Completes Term: January** |
| Vice Chair | Dr Bob Robinson | 2021 |
| Treasurer and Company Secretary | Professor Tom Fleming | 2019 |
| General Secretary | Dr Adam Watkins | 2021 |
| Ordinary member | Dr Ali Fouladi-Nashta | 2021 |
| Ordinary member | Dr Doug Gibson | 2021 |
| Ordinary member | Dr Richard Lea | 2021 |
| Ordinary member | Dr David Miller | 2020 |
| Ordinary member | Dr Suman Rice | 2021 |
| Ordinary member | Dr Olivier Sandra | 2019 |
| *Ex Officio* |  |  |
| Co Editor-in-Chief of Reproduction | Dr Greg Fitzharris | 2022 |
| Co Editor-in-Chief of Reproduction | Professor Chris Price | 2022 |

 **Period of Office**

On election, Council Members hold office for a fixed term of four years.

Under the current Articles of Association and Byelaws, elected members of Council automatically assume Statutory Membership for the duration of their period of office which means they may not be beneficiaries of the Society and are ineligible to receive grants, travel support and other such benefits available to non-statutory members. (They are entitled to reimbursement of reasonable expenses incurred in the conduct of Society business).

Council members may revert to Non-Statutory membership on completion of their term in office.

**Attendance at meetings**

Council Members are expected to attend Council Meetings which are held every year in:

* January (*immediately before/after or during the Fertility conference*)
* April
* July (*by teleconference*)
* October

Council meetings are held at a hotel in an accessible UK location and last for one working day. A working dinner is held the evening prior to the Council Meeting. Overnight accommodation is provided and travel expenses reimbursed.

Council Members are also expected to serve on SRF Committees and could be asked to participate in future task groups. At present, the Society has 3 committees (Education and Engagement Committee; Finance Committee; Meetings Committee), each of which meet on the afternoon prior to the Council meetings (outside of those coinciding with conferences) but in the same location. Therefore, you can expect to be away on SRF Council business for **up to 2 working days** (including travel time) **at least three times a year**.

You would be expected to be available throughout the year to assist in ad-hoc decision making and have a key role in running and leading the Society, supported by the Secretariat.

**Role as Charity Trustee**

As a Member of Council, you are taking on the responsibility as a Charity Trustee whose responsibilities cover the following:

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

* ensure you understand the charity’s purposes as set out in its governing document
* plan what your charity will do, and what you want it to achieve
* be able to explain how all of the charity’s activities are intended to further or support its purposes
* understand how the charity benefits the public by carrying out its purposes

To assist with your understanding of the Society, please refer to the [Articles of Association and Byelaws](http://srf-reproduction.org/who-we-are/articles/) which can be found under the Who We Are tab on the SRF Website [www.srf-reproduction.org](http://www.srf-reproduction.org)

Further details about the duties of a Charity Trustee can be found at:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#trustees-duties-at-a-glance>

**Eligibility**

* Under the Society’s rules, any Statutory or Non-Statutory Member (fully paid up as at Friday 10th November 2017) may stand for election.
* Members who have previously served on Council as an Officer may stand if one year has elapsed since the end of their previous years of service.
* Members of Council who are ending their period as an Ordinary Member in January 2018 may stand, but will only be eligible to fill one of the vacant Officer positions available.
* Nominations must be supported by at least two paid up *Statutory Members* of the Society. (For reference, a list of current Statutory Members can be found in the Members Area of the SRF Website under Call for Nominations to Council.
* **Officer positions will be allocated once successful candidates have been elected on to Council.**

**Procedure**

Members wishing to stand for election must complete a Nomination to Council form on the following pages and return it to the SRF Secretariat **to arrive no later than 09.00 hrs UK time on Monday 11th December 2017.** This form includes a space for you to provide a short statement giving details of your relevant experience and what your goals and aspirations are for your time on Council.

Nominees must obtain the support of **at least two Statutory Members** and are responsible for organising supporting statements to be sent to the attention of the Secretariat (by email srf@conferencecollective.co.uk) by 09.00 hrs UK time on Monday 11th December 2017.

**NB** – should the number of nominations received by the deadline exceed the number of vacancies, then, as stated in the Articles of Association Article 33(e), the not less than 21 days prior to the Annual General Meeting, Secretary shall issue voting instruction to each Statutory member of the Society.

**NOMINATION TO COUNCIL FORM 2018**

**This form must be completed and returned to the Secretariat to arrive no later than
09.00 hrs (UK time) on Monday 11th December 2017**

**By Email:** srf@conferencecollective.co.uk **or Post:** Society for Reproduction and Fertility, c/o The Conference Collective Ltd, 8 Waldegrave Road, Teddington, Middlesex, TW11 8HT, UK

**Title: …………………. First Name:** ………………………………… **Surname:** ……………………………..

**Affiliation:** ………………………………………...................................................................

**Current SRF membership status:** Statutory / Non-Statutory (please delete as appropriate)

**Please** **provide the names of the two statutory members** who have agreed to support your nomination:

**Nominator 1: ……………………………………………………………………………………………………………………………………**

**Nominator 2: ……………………………………………………………………………………………………………………………………**

(I understand that it is my responsibility to ensure nominators supply their supporting statements to the Secretariat by email to arrive no later than 09.00 hrs (UK time), Monday 11th December)

**I am willing to stand for election to the Council of the Society for Reproduction and Fertility from 5th January 2018.**

**I understand that if elected, I will be a Statutory Member of the Society for at least the duration of my service on Council and will therefore waive any rights to apply for awards or grants during my term of office.**

**Signed:** ………………………………………………………………… **Date:** …………………………………………………………………

**Email address:** ……………………………………………………. **Telephone No:** …………………………………………………….

**PLEASE ENSURE YOU COMPLETE THE SHORT STATEMENT FORM ON THE FOLLOWING PAGE TO SUPPORT YOUR NOMINATION**

**STATEMENT FORM - NOMINATION TO COUNCIL 2018**

**Title:** …………………. **First Name:** ………………………………… **Surname:** ………………………………………….

**Please provide a short statement (200 – 250 words) in the box below summarising your relevant experience and outlining your goals and aspirations for your time on Council. *Please return this statement with your nomination form to the Secretariat.***

***Optional* - I would like to be considered for the following Officer position - (please tick):**

[ ]  **Chair1**[ ]  **Programme Secretary2**

**1**The Chair of the Society chairs the SRF Council and, in that capacity, has oversight of all SRF business, including that undertaken by the various SRF committees that report to Council. The SRF Chair is also responsible for fostering relationships with sister societies both within and outside the UK and, specifically, also serves on the Joint Executive Committee (JEC) and on the Joint Finance Committee (JFC) which oversee the planning and management of the joint Fertility conferences held annually in conjunction with the Association of Clinical Embryologists (ACE) and the British Fertility Society (BFS). As for all other officers, the Chair also represents the Society in the planning and management of the triennial World Congress in Reproductive Biology (WCRB), organised in association with international sister societies (currently the CSRB, KSAR, SRB, SRD and SSR).

**2**The Programme Secretary chairs the SRF Meetings Committee and, in that capacity, coordinates and manages the contribution of the SRF to all scientific events (workshops, symposia and conferences) either run by the Society or to which the SRF contributes (e.g. the annual joint Fertility conferences and the triennial WCRB meetings). This includes oversight of the scientific and social programmes, identifying/inviting/thanking speakers, and liaising with the professional conference organisers/secretariat for each event. The SRF Programme Secretary also serves on the Joint Executive Committee (JEC) and on the Joint Conference Management Committee (JCMC) which oversee the planning and management of the joint Fertility conferences held annually in conjunction with ACE and the BFS. As for all other officers, the Programme Secretary also represents the Society in the planning and management of the triennial WCRB meetings.