

Job Description

Returning Officer

Introduction

The primary responsibility of the post holder is to oversee the Annual Elections to the Board of GOC ensuring they are legal, democratic and inclusive of all Members. The post holder also oversees the voting on any Resolutions put forward by the Board or by Members. Both processes must adhere to the Articles of Association of the Club.

The Returning Officer must be a member of GOC but cannot be a Trustee or Co-opted Member of the Board. This document seeks to define the key responsibilities of the Returning Officer and provide clarity on the personal skills and experience required to successfully fulfil the role.

Tasks

The tasks of the Returning Officer revolve around the Annual General Meeting. He/She must:

1. Offer advice to the Chair and Secretary on the conduct of Elections.
2. Prepare a timetable for the timely and proper conduct of Elections and voting on Resolutions. This to be sent to the Chair and Secretary no later than four months before the scheduled date of the AGM.
3. Draft Notices for publication in Outdoors and on the Website calling for Nominations to the Board and Resolutions for discussion.
4. Receive Nominations and Resolutions and prepare voting papers so all Members have the opportunity to participate in Elections, whether or not they attend the AGM.
5. Receive postal / email votes prior to the AGM.
6. Conduct the Elections and Voting at the AGM.
7. Record the combined votes (post / email and at the AGM) and ensure these are published.

Person Specification

1. The Returning Officer must be able to inspire the confidence of all Members that they can conduct Elections in an impartial way.
2. He or She needs to be an independent thinker and execute his/her duties in the interests of the Club and its Members.
3. Ideally the Returning Officer should have had experience at Board Level or a Group Coordinator.
4. He/She needs adequate Word and Excel skills to prepare a timetable and articles for publication.
5. The Returning Officer needs to be able to regularly attend the Annual Outdoor Gathering at which the AGM is always held.

Appointment

Suitable candidates will be identified by the Board. Candidate(s) will be approached by the Chair or Secretary.

Resignation

If the incumbent Returning Officer wishes to resign, they should do so immediately after the AGM. This will give the Board the maximum amount of time to find a replacement.

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