

## Information for Applicants to National Committee Election 2025

**Thank you** very much for making an application to stand for election to the Resolution National Committee. Joining National Committee is a great opportunity to have a positive impact on the diverse community that makes up Resolution membership. It is a significant commitment which includes statutory responsibilities and we are grateful to those who serve Resolution in this way.

This paper sets out how to apply to be elected to National Committee and includes what the role entails, how the elections work, what we do in the event of receiving any concerns about candidates and includes a timeline of what will happen, from start to finish.

All those with Full Memberships of Resolution are eligible to be elected to National Committee (please note this does not include Associate Membership) providing the criteria detailed below is met. We want National Committee to represent the breadth and depth of Resolution to reflect the diversity of our membership.

Please contact [membership.admin@resolution.org.uk](mailto:membership.admin@resolution.org.uk) or [gemma.sim@resolution.org.uk](mailto:gemma.sim@resolution.org.uk) if you have any questions regarding the National Committee election or your application.

### **What is National Committee and what does it mean to be a member of it?**

National Committee is Resolution's Board of Directors. Being elected to National Committee is not a political appointment but one that focuses on ensuring the organisation works well for its members. The role comes with the expectation that you will make yourself available for approximately eight meetings a year, some conducted remotely over zoom and some meetings held in person in and nearby London (two with overnight stays), including reading and preparation time before meetings in readiness for informed discussion.

The initial term of a Resolution National Committee member is three years and members can re-stand for subsequent terms.

There is no financial remuneration for being on National Committee although reasonable travel expenses are reimbursed.

Please read the following information carefully to understand the role, remit and responsibilities of National Committee. It is particularly important to understand the statutory role and responsibilities that are required of a Company Director.

[Duties of National Committee](#)

[Role of National Committee members](#)

### **What are the criteria for standing for election to National Committee?**

- You must be a full Member of Resolution as Associate members are not eligible to stand for or vote in the election.
- Your membership must be current and paid in full.
- You must complete the declarations to confirm that you are a member of good standing, committed to working within the [Resolution Code of Practice](#) and agree to the [Statement of Ethical Principles and Practice](#), the [Equality, Diversity and Inclusion policy](#) and all other policies and procedures that govern Resolution and any other Code or statutory requirements you are required to meet professionally.

- You must have completed the Code in Practice training (if you haven't, you can purchase and complete it [online](#)).
- You must confirm that you have understood the responsibilities of National Committee members.
- You must confirm that you understand the statutory requirements of company directors and that you are not disqualified (as per the reasons set out in [Institute of Directors \(IOD\) factsheet](#)) or for any other reason in law or in your conduct prevented from becoming a company director for Resolution.

### **How does the election run?**

Resolution's [Articles of Association](#) give a basic outline of how Directors are appointed to the National Committee. Our Standards Committee is responsible for oversight of the applicable principles and standards of the elections process as a whole. Our staff team are accountable for the processing of applications and responding to any [concerns](#). We work with an external organisation, Civica Election Services to administer the election independently of Resolution.

### **How do I apply to run for election?**

We ask you to complete a short application form explaining why you would like to apply to National Committee and what you can bring to the role. The questions on the form are:

1. Why do you want to apply to be on National Committee?
2. What skills and experience will you bring to the role as a National Committee member?
3. How have you been involved in and benefitted from Resolution as a member?

Please be aware that there is a limit of 150 words per answer. The responses you submit are shared to membership so that they can decide who they would like to vote for. We'll also ask you to sign a declaration which confirms that you meet the necessary criteria laid out above. We also ask you to supply a headshot photo so that we can include this on the ballot form. Application forms are to be submitted via our website no later than 12.00pm Thursday 27 March 2025.

### **What happens next?**

Once the application deadline has closed, the staff team will check to ensure that applications have been completed in full and all declarations have been signed. Our staff team will also check that membership is current and that the Resolution Code in Practice Course has been completed for each applicant. We'll drop you a line via email to confirm we've received your application and to ask any questions/check any details if we need to. If you've gone over the 150 word limit per answer, we'll ask you to re-write your answer to fit within the limit.

Next, applications will be anonymised with names and photos removed and sent to our Standards Committee for review. In the event that our Standards Committee have any concerns, such as the answers to the specific questions appear at odds with the Code of Practice or our EDI policy, we'll invite you to a video meeting via zoom with representatives of the Standards Committee to discuss the concern with you. The aim of this meeting being to informally and efficiently resolve matters.

In the unlikely event that concerns remain, we will invite you to another discussion to consider the best course of action for all concerned.

Once eligibility and any concerns have been considered, we will use the information from application forms to prepare a profile about each candidate. This will be shared with our National Committee for their information and then made available to members when voting opens at 9.30am on 25 April. If there are any concerns raised about your application by members, we will consider those in confidence with our Standards Committee (again, using the eligibility criteria as the basis) and may contact you for a discussion.

Voting opens at 9.30am on Friday 25 April and closes at 12pm on Wednesday 14 May. Our election partner Civica Election Services emails all eligible voting members directly, supplying them with unique log in details to a voting website and giving clear instructions about how the voting system works. We use the single transferable voting system meaning that each member eligible to vote is asked to arrange the candidates in order of preference. If in the unlikely event of extenuating circumstances which require a candidate to withdraw from the election, any votes that have been cast for them will be re-allocated to the respective second choice candidates.

Candidates are allowed to campaign whilst the election is live, we will supply more information about this with candidates in April.

Voting closes at 12.00pm on Wednesday 15 May. The National Committee Secretary will receive the results and an officer of National Committee will telephone each candidate directly on either 15 or 16 May to tell you if your campaign for election has been successful. The results will be announced to members at the AGM on Friday 17 May. We will also publish the results via our website following the AGM.

If you are successful in being elected to National Committee, we will be in touch to arrange your induction to the role and to share key meeting dates for the year. We will also ask you to complete our register of interests, a standard practice to ensure we are aware of the interests and any potential conflicts for Company Directors.

It is often the case that there are more applicants than available vacancies and therefore, not everyone who applies to serve on National Committee is appointed. If you are not elected this time, we hope that you will consider standing again or contemplate other roles where your talents can be utilised in our work.

Thank you for your interest in becoming a National Committee member and good luck with your application.