



# Communication Matters NEEDS YOU AS A TRUSTEE



## JOIN THE BOARD OF TRUSTEES AND HAVE AN OPPORTUNITY TO INFLUENCE THE DEVELOPMENT OF COMMUNICATION MATTERS AS AN ORGANISATION

This year there will be **4 vacancies** on the Board of Trustees – several Trustees are standing down as their term of office will be completed this year. Election for new Trustees will take place at the Annual Meeting on Sunday 23 September 2012 at the University of Leicester, during the Communication Matters National Conference.

### What does being a Trustee involve?

Trustees have a very important and responsible role. Trustees are responsible for the organisation and the management of Communication Matters, which is also the UK branch of an international organisation, ISAAC.

The Board of Trustees appoints a Chair, Deputy Chair, and Treasurer – these are the ‘official jobs’. However, **all** Trustees have jobs to do to keep Communication Matters running and to enable it to carry out its range of activities.

The Board of Trustees usually meets four times a year, including one meeting just before the National Conference. We try to hold the meetings at venues which are easy for the majority of Trustees to get to – recently the meetings have been in London. Trustees are expected to attend these meetings. As well as these face-to-face meetings, we communicate with each other frequently by email, letters & phone – there’s a lot to do to keep Communication Matters running smoothly!

For more information about the role of Trustees, visit [www.communicationmatters.org.uk/trustees](http://www.communicationmatters.org.uk/trustees)

**SKILL MIX:** Communication Matters needs Trustees with a range of skills who can help to develop it as an organisation and implement its strategic objectives. Particularly important to us this year are a range of perspectives on AAC as well as skills in lobbying, organising and leading events, producing awareness raising and training materials, evaluation of grant applications, reviewing and selecting papers to be included in the annual conference, and a capacity to give of your own time.

### Am I eligible to be nominated as a Trustee?

#### YES! If you:

- (a) want to help Communication Matters develop and to further its aims and objectives;
- (b) are a fully paid-up **Individual** member of Communication Matters for 2011

Note that it is not the role of a Trustee to represent the organisation for which they work or in which they have interests, so if you have CM Organisational, ISAAC Institutional or ISAAC Corporate membership, **you are required to have or to take out an Individual membership in your own name** (to check your membership category and number, please ring 0845 456 8211);

- (c) have time to devote to CM work and to attend Trustees’ meetings.

### How can I be nominated?

You need to use the form overleaf to provide information (no more than 200 words) to be included on the ballot paper (e.g. your role/interests/activities, why you want to stand as a Trustee, what you could bring to

the organisation). **You must be nominated and seconded by current paid-up members (any category) of Communication Matters.** Don't forget to sign the form.

To be included in this year's election, you must post or fax your nomination form to the address below, to arrive by **Friday 10 August 2012.**

### The Voting Process

Current paid-up members of Communication Matters will receive ballot papers to cast their vote either by:

- **Postal ballot:** enabling people not able to attend the Annual Meeting to vote, or
- **Secret Ballot:** ballots paper must be placed in the ballot box in the Gilbert Murray Conference Centre, University of Leceister by 5.05pm on 23 Sept 2012 (i.e. the start of the Annual Meeting).

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### 2012 Nomination for Election to CM Board of Trustees

Name of nominated person: \_\_\_\_\_ Membership No. \_\_\_\_\_

Name of proposer: \_\_\_\_\_ Membership No. \_\_\_\_\_

Name of seconder: \_\_\_\_\_ Membership No. \_\_\_\_\_

Information for inclusion on the ballot paper (please write clearly), or preferably supply the text by email in Microsoft Word format (no more than **200 words**):

### I agree to stand for election as a Trustee:

(signature of nominated person) \_\_\_\_\_ Date: \_\_\_\_\_

Please fax or send this form to the following address, to arrive by Friday 10 August 2012:  
**Communication Matters (Trustee Nomination), Catchpell House, Carpet Lane, Edinburgh EH6 6SP**  
Tel & Fax: 0845 456 8211 Email: [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk)