

**British Sub-Aqua Club
Council Nomination Form
Election 2025**





COUNCIL BALLOT

FOR THE TERM OF OFFICE 2025-2028

As a current member of BSAC, I, the undersigned, wish to nominate myself for the position of: (please clearly tick one appropriate box)

Chair

Council member

Nominees must be listed as a paid-up full member on the BSAC database as at 23:59, **31 January 2025**. Successful candidates BSAC membership must also be valid when the AGM is held.

IMPORTANT NOTE:

Please refer to the enclosed guidelines prior to completion of nomination form and CV.

I agree to serve in the above capacity if elected:

Signature Membership number

NAME (BLOCK CAPITALS)

(All of the above details must be accurately completed)
Membership receipt should be attached if renewal has been recent



Your election CV

This is provided to all voting Members along with the relevant ballot papers. Each Nominee is requested to complete this CV and supply a **recent** passport-size photograph, both to be sent to the Honorary Secretary and to be received at BSAC HQ by **23:59, 31 January 2025**.

ALL SECTIONS MUST BE COMPLETED

- candidates are listed in alphabetical order
- additional information can be supported via personal blogs and websites that can be referenced from the CV
- Note: bullet points in your text to assist in the readability and presentation are not counted as words

Name

Address

.....

Email address

Contact phone no.

Please give details of all diving industry related interests, whether remunerated or not, and any other potential conflicts of interest

.....

.....

What do you think are the key challenges facing BSAC, and what should we be doing to address them? (maximum of 400 words)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

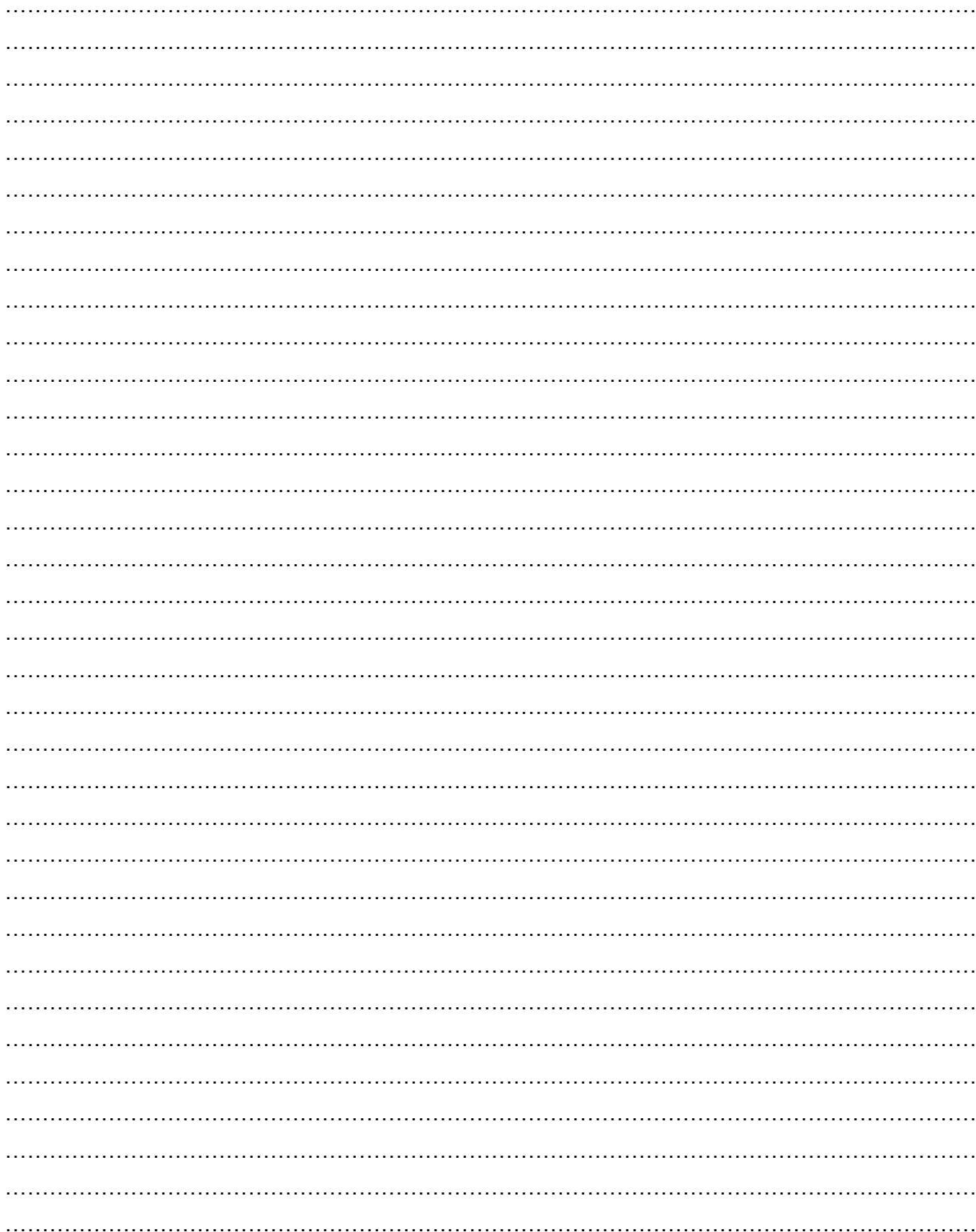
.....

.....

.....

.....

.....



GUIDELINES

Submission of paperwork

CVs and photographs for publication **must** be submitted so as to be received at BSAC HQ by the Honorary Secretary no later than **23:59, 31 January 2025**. Only **one** application per nominee is allowed.

Submissions should be addressed to:

Honorary Secretary, C/O BSAC Chief Executive Officer, Mary Tetley, BSAC Headquarters, Telford's Quay, South Pier Road, Ellesmere Port, Cheshire CH65 4FL, United Kingdom.

Envelopes should be marked "Private & Confidential".

Submission via online form

CVs and photographs for publication **must** be sent so as to be received by the Honorary Secretary no later than **23:59, 31 January 2025**. Only **one** application per nominee is allowed.

Submissions via the online form are electronically sent to the Honorary Secretary and are marked as 'Private & Confidential'. You will be provided with a summary upon submission for your records.

Verification of receipt

In both submission methods it is the responsibility of the sender to check for successful delivery, online form submissions may be acknowledged as received, mailed submissions will NOT.

It is advisable to submit all applications a few days in advance of the closing date to avoid disappointment in the event that the submission is not received.

Validation of nomination

- I. All Nominees must be current fully paid-up full members of BSAC as shown by the BSAC database as at **23:59 on 31 January 2025**. For avoidance of doubt, a current fully paid-up member will hold a current membership receipt.
- II. The Honorary Secretary will check the HQ database at the close of nominations for proof of current Membership of the Nominee and listing on the database.
NOTE: It is the responsibility of the nominee to ensure that they are listed on the BSAC database by the close of nominations.
- III. If no receipt is attached and a check of the HQ database does not show current membership of BSAC, then the nomination will be refused.
- IV. All nominees must also be current fully paid up members of BSAC at the time of declaration of results of the ballot (i.e. at the AGM).
- V. The Honorary Secretary will again check the HQ database immediately prior to the AGM for proof of current membership.

Completion of CV

As BSAC is a Company, limited by guarantee, successful nominees become Directors of the BSAC and have significant legal responsibilities arising from that position, enforceable under Company Law. Suitable business skills are therefore desirable to enable the successful nominee to be effective within the position and should be clearly stated within the relevant section of the CV appropriate to the position applied for. This will also enable the membership, when casting their vote, to make a more informed choice.

The following paragraphs give advice as to the responsibilities of each position and outline considered desirable skills. For each position a time commitment is expected and required in order to be effective.

Time requirements for BSAC Council members

As a Council member, attendance at meetings is expected. These meetings take place at least quarterly, and Council members need to spend time on any tasks that have been allocated by Council to that member. It is also necessary, on occasions, to spend time at BSAC HQ and for attendance at conferences and shows.

In view of the foregoing, all nominees should consider the time factors required and ensure they are able to make this commitment before applying for any position.

Time requirements for BSAC Officers

As an Officer of BSAC, the required time commitment is very significant, and it is not unusual to use approximately 25 hours per week of spare time undertaking work on behalf of the BSAC. It is also necessary, on occasions, to spend time at BSAC HQ together with attendance at conferences, shows and Council meetings.

The Articles of Association of the BSAC set out the duties and responsibilities of the Officers of the BSAC:

The Chair

(1) The Chair shall be spokesperson for BSAC and shall further its interests to the best of their ability. They should address the Annual General Meeting on the affairs of BSAC. They shall preside at the Annual General Meeting, Extraordinary General Meeting and meetings of Council.

Please note: The content on the nomination forms will be directly lifted and reproduced on the BSAC website and in the election candidate profiles. **Please do check spelling and grammar before submitting your completed nomination form.**