



Our voices ■ Our choices

Registered Office:

**22-24 Earl Grey Street
Edinburgh
EH3 9BN**

**Charity number: SC 031619
Company number: SC 243492**

22 October 2020

Call to Full Members (Disabled People's Organisations) for Nominations to Inclusion Scotland's Board of Directors

Dear Full Members

You are warmly invited to make nominations for vacancies on our Board of Directors. This year we have vacancies for **4** elected Directors. Nominations for people to stand for election can be made by Disabled People's Organisations who are Full Members of Inclusion Scotland. People who are nominated must be disabled people.

The Board plays a very important role. Inclusion Scotland cannot operate effectively without a strong and committed Board. As well as lived experience as a disabled person, the sorts of knowledge, experience and skills that our Board needs include:

- Understanding of what a Board does and what its role is.
- Knowledge about policies that affect disabled people, like social security, social care support, employment and so on.
- Experience of being involved in developing strategies.
- Experience of communications, including digital communications.
- Knowledge about human resources and employment law
- Knowledge about charity law
- Knowledge about finances
- Experience of fundraising
- Knowledge about how to manage risks

- Experience of representing an organisation

Board members get support and development opportunities to learn more about these things. It isn't expected that new Board members will already know everything about all of them! It would be good to increase the diversity of lived experience of disability on the board, so interest from people from seldom-heard groups, or from out with the central belt, would be particularly welcome. Nominees must already be, or be willing to become, an individual Associate of Inclusion Scotland.

Only full member Disabled People's Organisations can make nominations for the Board. Bear in mind that our constitution says no more than one director or member of staff of any one member can be a director of the Company at any one time. Nominees for election must be disabled people. The person a Full Member Disabled People's Organisation nominates does not necessarily have to be connected to their organisation. No Board Member represents an organisation. Every Board Member is there as an individual.

The Board usually meets 4 times a year in Glasgow or Edinburgh but during the Covid-19 crisis all meetings will be held online. There are also 4 meetings a year of two subcommittees, one on Policy and Research and the other on Resources. There may also be working groups set up from time to time, to carry out particular tasks. There are usually papers for meetings that are sent out in advance. It is important that people you nominate understand what the role involves and that they can commit the necessary time to reading papers and attending meetings. The smooth running of Inclusion Scotland depends on it.

Directors will be appointed at the online Annual General Meeting on 26 November 2020. If there are fewer nominations than vacant places, the people nominated will be automatically appointed. If there are more nominations than vacant places, then an election will be held. If that happens, then information about who is standing for election will be sent out before the AGM. Directors are elected by Full Member Disabled People's Organisations.

If your organisation would like to make a nomination, please complete the nomination form and return it by **Thursday 19 November 2020**. You can send a scanned copy of the completed, signed nomination form by email to: sally@inclusionscotland.org. The form must be signed. Typed signatures cannot be accepted. Please tell us in good time if scanning is proving to be a problem and we will find a way to sort it out.

If you are thinking about making a nomination or being nominated and would like to discuss this, please get in touch with me by **email** at sally@inclusionScotland.org or **phone me on 07824 632990**

Thank you!

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sally Witcher', with a long horizontal flourish extending to the right.

Sally Witcher
Company Secretary and
Chief Executive Officer