

Dear Voting Member

The Chartered Institute of Educational Assessors (CIEA) Trustee Nominations for 2008

Nominations are now invited for election to The Board of Trustees of The CIEA to take office from the close of the Institute's Annual General Meeting (AGM) to be held in April 2009.

Three Trustees are currently being sought to take up their seats for a three year term during the current round of elections.

Board members of the CIEA are elected on a rotational basis. Each year one third of the Board members stand down and there are elections for these places. The Board members who stand down can be re-elected provided they have not reached the maximum term of office.

Nominations are now invited from Fellows, Full Members and Associate Members (the Voting Members) of the CIEA to fill vacancies from the UK. If nominations exceed the number of vacancies, a ballot of all Voting Members will be carried so that the results can be announced at the AGM of the CIEA to be held in April 2009.

As a Member of The Board of Trustees you would be taking on the important responsibility of becoming a Trustee of a Chartered Body carrying the duties and responsibilities of a company director. In particular you must act in the CIEA's interests only, manage Institute affairs prudently, and not derive any personal benefit or gain from the Institute. You will be required to attend approximately four Board meetings per year and to spend time on Board preparation. You will also be expected to attend an induction session and may be asked to attend other events in the CIEA calendar such as the Institute's annual conference. Overall, it is expected that the time commitment will average 2 days per quarter. The role is not remunerated but reasonable expenses (including travelling and related expenses such as child care) incurred whilst attending Board meetings and other CIEA events in the capacity of a Trustee will be reimbursed.

Members of the Board of Trustees are responsible for the overall governance of the CIEA and its affairs subject to the provisions of the Constitution. The Board sets the CIEA's strategic direction and is accountable for its financial health, the probity of its activities and for developing the Institute's aims, objectives and goals in pursuit of its Objects of promoting high standards of assessment.

The Board is answerable to CIEA members for the activities and functioning of the CIEA and the extent to which its Objects have been met. As a charity, the CIEA also comes under the oversight of the Charity Commission.

To be eligible to stand for election to The Board of Trustees you must be a Voting Member and have paid your current subscription.

The closing date for receipt of nominations, which should be addressed to Tom Colling, Electoral Reform Services, 33 Clarendon Road, London, N8 0NW is NOON UK time on Friday 31st October 2008.

Applications should be made on the nomination form, which can be found enclosed and can be obtained from our website, www.ciea.org.uk. Nominations must be proposed and seconded by a Fellow, Full Member or Associate Member of the CIEA. You are also asked to submit a personal statement of not more than 250 words detailing why you wish to stand for election, your areas of relevant experience and expertise and the contribution which you wish to make to the Board. Copies of the CIEA's constitution are available on request from info@ciea.org.uk.

Any illegible or incomplete forms will be considered invalid, as will any forms received after the closing date.

By order of The Board of Trustees

A handwritten signature in black ink, appearing to read 'R. Yeatman'.

Richard Yeatman
Operations Manager
Chartered Institute of Educational Assessors