

An invitation to get more involved with the

UK Evaluation Society

Current opportunities:

Election to the UK Evaluation Society Council for 2021 and 2022

In January 2021, **four places** on the UK Evaluation Society Council will become available for election, plus the positions of **Vice President** and **Treasurer**, all covering a 2021-2022 term of office.

**Membership of Council**

Council membership should be representative of the range of evaluation experience across the Society as a whole and so candidates are welcome from all sectors of evaluation and professional fields. All nominees must be members of the UK Evaluation Society and be closely involved in evaluation. We are looking for candidates with energy, enthusiasm and commitment to advance the field of evaluation by taking an active part in Council activities and its working groups.

Positions are held for two years (it is possible to apply for re-election following this time) and the UK Evaluation Society year runs from January to December.

Specifically, and as outlined in our ‘Membership of Council: Policy Document’, candidates should:

* Have recent and substantive experience in evaluation which can be in government, academia, civil society, international organisations, professional associations or private sector organisations. Candidates with a relevant degree and/or formal training in evaluation are particularly welcome.
* Have the experience required to actively fulfil the aims and objectives of the Society, its working groups and the roles and responsibilities outlined in the accompanying policy document on Membership of Council.
* For Director roles – Treasurer, Secretary, President, Vice-President and Immediate Past President – additional skills may be required such as expertise in communication, social media, marketing, fundraising, leadership or financial management.

**Role and Responsibilities of all Council Members**

Individuals elected to Council will be asked to take on specific responsibilities outlined in our ‘Membership of Council: Policy Document’, including active involvement in one or more of the Council working groups and/or national networks, actively participating in Council business, attending Council meetings and the AGM, and contributing content for newsletters and The Evaluator. They should always be prepared to be a spokesperson for the Society’s aims and objectives and to promote links with other professional societies.

By joining the Council you will have the opportunity to:

* Develop relationships with key figures and practitioners in the UK evaluation community
* Help to shape the development of key services to our members
* Develop professionally

**Vice President and Treasurer Specifications**

The Vice President (VP) and Treasurer both work closely with other members of the Council and the other Society Directors to deliver on the Society’s priorities. The VP and Treasurer both take part in key decisions for the Society such as strategy and procurement decisions. They participate in discussions across Council during the year as and where required.

As Vice President or Treasurer, you should be involved in, or recently retired from, the commissioning, practice or management of evaluations. You should have broad-based understanding of evaluation, its practice and use, as well as the challenges and opportunities for evaluation in the 21st Century.

The Vice-President and Treasurer are both members of the UK Evaluation Society Council and are therefore expected to attend a minimum of two quarterly meetings per annum, and to actively participate in at least one working group. You will also be expected to join regular Directors calls of about one hour per month.

As Vice-President / Treasurer, you will be listed as a Company Director for the UK Evaluation Society (and you will need to be eligible to hold this role). This entails ensuring good governance of the Society, carrying our Society duties in line with our constitution, and compliance with statutory duties / responsibilities.

*Vice President*

This is the first year that the Society is inviting applications for a second Vice President role. The current VP Bridget Dillon is taking a lead on events and professional development across the Society, so we are hoping to appoint a second VP who can bring complementary specialisms which could include digital, communications, marketing, membership management and business perspective.

Historically, the VP has automatically become President at the end of their term. With the introduction of the new model of having two VPs, this is no longer the case. We are planning to hold elections next year for President and more detail on this process will be available in 2021.

As Vice President, typical roles include:

* Developing the Society’s approaches to marketing, digital and communications to support the ongoing development of the Society, staying responsive to members needs
* Gathering and developing the information base for the Society in terms of finances, membership, reach and feedback from members
* Providing a leadership role for other members of Council and all members of the Society, exemplifying the Guidelines for Good Practice in Evaluation
* Staying aware of political trends, events and media stories that are relevant for Society members, and supporting the President with the Society’s public response
* Coordinating plans across working groups and convenors, especially for membership, comms and marketing, national networks and early career evaluator groups
* Working closely with and regularly updating other members of the Directors group
* Coordinating with the Society Administrator on operational requirements

When required, the VP will represent the Society at conferences of other organisations and use these and other opportunities to promote the Society. The VP may also be required to deputise for the President. You should have some experience in managing public, private or third sector organisations.

If you would like further information about the VP role, please contact UK Evaluation Society President Tim Chadborn (hello@evaluation.org.uk)

**Treasurer**

As Treasurer, you will ideally have experience of managing budgets and business planning. Typical roles include:

* Monitoring and analysing the Society’s financial position, particularly in respect of the annual conference and financial sustainability
* Producing financial projections in line with the Society’s business plan in conjunction with the Directors group and company accountant
* Advising on expenditure and performing budget monitoring with the Directors group and annual conference working group
* Liaising with the company accountant on producing annual accounts and financial statement
* Presenting the annual accounts and accompanying commentary at the Society’s Annual General Meeting
* Working closely with and regularly updating other members of the Directors group

If you would like further information about the Treasurer role, please contact UK Evaluation Society President Tim Chadborn or current Treasurer Tracey Wond (hello@evaluation.org.uk).

**Nominations**

If you personally do not wish to stand for election, you may know someone who you think would make a good Council Member. If so, and you would like to nominate them, we ask that you approach them to see if they would be interested in standing.

Nomination papers are attached. Nominations must be returned by email to the UK Evaluation Society by **5pm Monday 30th November 2020**.

All nominations will be reviewed to confirm that they align with the policy document and only verified nominations will be considered for election. If more verified nominations are received than there are vacancies, an election will take place by all UK Evaluation Society members.

For more information about the nominations process or alternative ways to support the Society, please contact UK Evaluation Society Secretary Andrew Berry (hello@evaluation.org.uk) or visit our website [evaluation.org.uk](http://www.evaluation.org.uk)

**Diversity and inclusion**

As well as aiming for Council to be representative by evaluation experience, geographical location, sector and professional field, we are committed to encouraging members from all groups and backgrounds to apply, particularly those who are at risk of under-representation on Council. We wish to make Council open and inclusive for all members and to benefit from the strength of our diversity.

If you are interested in applying to become a member of Council and have questions or comments about this, please contact UK Evaluation Society President Tim Chadborn (hello@evaluation.org.uk)

|  |  |
| --- | --- |
|  | **NOMINATIONS TO THE UK EVALUATION SOCIETY COUNCIL FOR 2021 AND 2022** |

Nominations are required for:

**Ordinary Council Members (4)**

**Vice President (1)**

**Treasurer (1)**

Each member of the UK Evaluation Society can propose one nomination for Ordinary Council Member, one nomination for Vice President and one nomination for Treasurer. If you wish to be considered for Council yourself, please find a proposer and seconder who are both members of the Society to put you forward.

In addition to a copy of their latest CV, candidates are required to provide a supporting statement of between 300 and 400 words about why they would like to become a Council member or why they would like to become Vice President / Treasurer, their suitability for election and an indication of the specific areas they would like to work on to help realise the Society’s aims and strategy, i.e. which working group(s) they would like to work on. In the event that a voting election is required, the CV and supporting statement would be shared with all members in the voting pack.

Nominations should be emailed to the UK Evaluation Society to arrive no later than **5pm Monday 30th November 2020.**

All nominations will be reviewed to confirm they align with the policy document and only verified nominations will be considered for election. If more verified nominations are received than there are vacancies, an election will take place by all UK Evaluation Society members.

I would like to nominate the following members to serve on the UK Evaluation Society Council for 2021 and 2022:

|  |  |  |
| --- | --- | --- |
|  | NAME OF NOMINEE | EMAIL AND TELEPHONE NUMBER FOR NOMINEE |
| AS AN ORDINARY COUNCIL MEMBER |  |  |
| AS VICE PRESIDENT |  |  |
| AS TREASURER |  |  |

PROPOSER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please print name)

EMAIL/TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECONDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please print name)

EMAIL/TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UK Evaluation Society**

hello@evaluation.org.uk

Company Limited by Guarantee Registered in England No 04056956.

VAT Registration No 840193346.