

An invitation to get more involved with the

UK Evaluation Society

Current opportunities:

Election to the UK Evaluation Society Council for 2022 and 2023

The positions of **Vice President** (Events and Evaluative Practice) and **Secretary** are available for election covering a 2022 to 2023 term of office.

**Membership of Council**

The UK Evaluation Society is experiencing an exciting period of transformation! We have over 700 members (and growing) and we want all of our members to make the most of the Society’s continued development and direction of travel. For example, in the next two years, we are looking to expand our membership further, consolidate our financial stability, continue to develop our secretariat to undertake more administration and management, and transition the Council to a more accountable steering and advisory role.

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, skills and expertise to advance the field of evaluation by taking an active part in Council activities and its working groups.

The Council aims to be representative of the range of evaluative experience across the Society. 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 the Council open and inclusive for all members and to benefit from the strength of our diversity.

Positions are held for two years (it is possible to apply for re-election following this period) 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. Candidates should state what skills and experience they can bring to Council to further the Society’s goals and work.
* For Director roles – Treasurer, Secretary, President, Vice-Presidents and Immediate Past President – additional skills are 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 our Business Plan working groups, actively participating in Council business, attending Council meetings and the AGM, and contributing content for newsletters and the Society’s magazine, The Evaluator. It is important therefore to evidence your skills and expertise in your application. Council Members should be prepared to advocate 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 Secretary Specifications**

The Vice President (VP) and Secretary both work closely with other members of the Council and the other Society Directors to deliver on the Society’s priorities. The VP and Secretary 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 Secretary, you should be involved in, or recently retired from, the commissioning, practice or management of evaluations. You should have a 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 Secretary are both members of the UK Evaluation Society Council and are therefore expected to attend quarterly Council meetings and to play a leading role in at least one of the Society’s Business Plan working groups. You will also be expected to join regular Directors’ calls of about one hour per month. Directors who do not engage actively in their agreed duties/responsibilities, or do not attend Council meetings will be asked to stand down to create space for someone who can.

As Vice-President/Secretary, 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 out Society duties in line with our constitution, and compliance with statutory duties/responsibilities.

*Vice President*

As of 2022, the UK Evaluation Society has two Vice-President positions: one leading on events and professional practice (2022-23 term - vacant); and one leading on membership, communications and marketing (2021-22 term).

It is envisaged that more and more of the development of events and training and regular oversight will be increasingly taken on by the secretariat over the term of the next VP, i.e. the secretariat will organise and administer the events. The Society continues to expand its events which currently include Webinars, Evaluators’ WeBiBars, Meet the Author - Journal Club, Tool Share, Discussions, as well as major events such as the Annual Conference and November week event - ‘Windows on Evaluation Matters’.

In training provision, the Society seeks to grow its range and volume of training to include not only methods, but also data visualisation, reflective practice and other areas of professional practice relevant for our members.

As Vice President - Events and Professional Practice, the role involves:

* Leading the Events and Professional Practice stream of the Society
* Developing and co-ordinating together with the Society’s Business Manager, Administrator, and event leads where applicable, the Society’s approaches to events, training and professional practice to support the ongoing development of the Society, staying responsive to members’ needs, and overseeing and maintaining quality for this stream of the Society’s work.
* 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 which are relevant for Society members, and supporting the President with the Society’s public response
* Working closely with and regularly updating other members of the Directors group, taking part in key decisions for the Society around strategy and procurement.

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.

***For further information, candidates are advised to contact Society President Bridget Dillon (hello@evaluation.org.uk)***

**Secretary**

The UK Evaluation Society is a professional association and learned society affiliated with the Academy of Social Sciences. The business of the Society is administered as a limited company whose officers are the President, Vice Presidents, Past President, Treasurer and Secretary; the Secretary is therefore registered as Company Secretary with Companies House. Council is currently investigating transitioning to charitable status in the near future.

The Society has contracts in place with several service providers, notably for association management specialists providing the secretariat function, involving management of the Society’s finances, website and membership processes among other activities. Other contracts are in place for web hosting and IT support.

As Secretary, the role involves:

* Managing the contracts, renewals and terms for the Secretariat support team and other contracted service providers
* Leading on the annual Council elections process and advertising other Council vacancies should they come up during the year
* Submitting Director updates to Companies House
* Leading on coordination of the AGM and associated communications to members
* Acting as named Data Protection Officer for the Society
* Close working relationship with the Secretariat team

***For further information, candidates are advised to contact Society President Bridget Dillon (***[***hello@evaluation.org.uk***](mailto: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 **noon Friday 21st January 2022**.

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.

All nominations will be reviewed by a subgroup of Council to confirm they align with the policy document and only verified nominations will be considered for election. Candidates may be contacted if further clarification is needed.

|  | **NOMINATIONS TO THE UK EVALUATION SOCIETY COUNCIL FOR 2022 AND 2023** |
| --- | --- |

Nominations are required for:

**Vice President Events and Professional Practice (1)**

**Secretary (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 Secretary. 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 Vice President or Secretary, their suitability for election and an indication of the specific skills/expertise they could offer to realise the Society’s aims and strategy.

Nominations should be emailed to the UK Evaluation Society to arrive no later than **noon Friday 21st January 2022.**

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 2022 and 2023:

|  | NAME OF NOMINEE | EMAIL AND TELEPHONE NUMBER FOR NOMINEE |
| --- | --- | --- |
| AS VICE PRESIDENT |  |  |
| AS SECRETARY |  |  |

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

(please print name)

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

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

(please print name)

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

**UK Evaluation Society**

hello@evaluation.org.uk

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