



Nomination Form for Elected Director 2018

Please read the Notes for Guidance on page 3 before completing this Nomination Form.

Please complete and return electronically with the candidate's details (to be completed by the candidate)

Parkour UK Member Organisation: _____

Title: _____ Full Name: _____

Address for Correspondence: _____

Postcode: _____

Email address: _____

Contact Telephone Numbers: _____

PLEASE NOTE: *The information is for the sole use of the Parkour UK so you can be contacted about your nomination. This information will remain confidential.*

I, the above named candidate, consent to my nomination and agree to stand for election to the post of:

Elected Director (Home Country)

- England
Wales
Scotland
Northern Ireland

The Elected Director shall be nominated for election by a Voting Member in respect of that Home Country, subject in each case to the approval of the Board. The election of Elected Directors shall be decided by votes cast by the Voting Members in respect of that Home Country at the Annual General Meeting.

I confirm that, to the best of my knowledge, the information provided on (or with) this form is accurate.

Signature: _____ Date: ____/____/____

WHAT THE POSITION OF ELECTED DIRECTOR INVOLVES:

(Further detail can be found on page 4)

- An initial term of up to 4 years;
- Attending approx. 6 Board meetings per year and the Annual General Meeting and any General Meetings;
- Always acting in the best interests of Parkour UK, our Community & Sport
- Offering a perspective and view-point from the membership, but always acting in the best interest of Parkour UK overall
- Contributing to sub-committees as appropriate and according to your skills set
- Possibly representing Parkour UK and/or your Home Country on occasion at conferences/meetings/events etc. as requested by the Chair and/or CEO
- Observing relevant policies and procedures, including but not limited to: [The Board Code of Conduct](#) – inc. the Seven Principles of Public Life, the [Conflict of Interest Policy](#), [Board Behaviours](#) and Directors fiduciary duties



In order to stand for election each nominee must be a current member of a member organisation of Parkour UK and must be nominated and seconded by a Voting Member organisation of the Parkour UK.

ELECTION STATEMENT for the post of Elected Director (*word limit of 150 words*)

(Please refer to the statement preparation instructions on page 3 and accompanying job descriptions before completing your statement)

Name of seconder: _____

Parkour UK Member Organisation: _____



The following information will be published on each candidate in the biographical statement information which will be circulated with the ballot papers:

1. Name
2. Parkour UK member organisation
3. Secunder
4. An election statement

Statement preparation instructions;

- You are invited to provide an election statement, on either page 3 of this form or on a separate sheet of paper
- Your election statement should describe what experience you have in relation to the position for which you are being nominated, what skills you feel you will bring to the Board and any other reasons why you think you should be elected. It will be reproduced and circulated to voters with the ballot paper.
- It must not exceed the word **limit of 150 words**. Please state the total number of words used at the end of your election statement.
- Parkour UK reserves the right to edit and/or not to publish an election statement that exceeds the word limit, is factually inaccurate or contains libelous material.
- Failure to provide an election statement by close of nominations will not invalidate your nomination. Instead, the words 'statement not received' will be published in the space which would have contained your election statement.

RULES RELATING TO STATEMENT PREPARATION

- (a) Every word no matter how small e.g. "I", "or", "and", "the" etc will be counted as one word.
- (b) Numbers in a block will be treated as one word e.g. "1989", "1/128", "1988/89" and "1988/1989."
- (c) Any acronyms or groups of initials will be treated as one word. For example ERS would count as one word. If, however, full titles for acronyms or groups of words are used then they will count as separate words. For example Electoral Reform Services Ltd will count as four words.
- (d) Compound words or hyphenated words will be treated as one word.
- (e) All biographical details will be printed using a common typeface and type size font.
- (f) Selected words or sentences can be emboldened, capitalised, underlined or placed in italics.
- (g) Entire election addresses submitted in any of these formats will, however, be reproduced in the common typeface and type size font detailed in Paragraph (e) above.
- (h) The use of bullet points and numbering to make separate points is allowed and these will not be counted as words.
- (i) Words or phrases can be centred or indented. Boxes around particular words or phrases will not, however, be reproduced.

NOTES FOR GUIDANCE

Nominees will be listed in alphabetical order on the ballot paper. A candidate's first name will also be listed but not their title. Nomination forms without a seconder will invalidate your nomination.

The safe return of this form is the responsibility of the nominee/nominator. We recommend its safe receipt by Parkour UK is checked by contacting our CEO. All nomination forms received will be acknowledged within 3 working days by email.

This nomination form must be received by Eugene Minogue at Parkour UK via email only to eugene.minogue@parkour.uk no later than 12pm on Wed 28th November 2018. Any nomination forms received after this time maybe invalid.

If you require any further information on completing this nomination form please contact our CEO, Eugene Minogue on eugene.minogue@parkour.uk or 020 3544 5834.



Elected Director

Role Description:

Setting the strategic aims, objectives and structure of Parkour UK

- Setting the strategic direction of Parkour UK;
- Defining the overall policy, set targets and monitor performance of executive staff of Parkour UK;
- Ensuring appropriate resources are in place to deliver against the strategy and that those resources are managed effectively;
- Ensuring Parkour UK has a clear direction and purpose and there is a sense of urgency to get on with the work it was established to do.

Safeguarding and promoting the values and mission of Parkour UK

- Ensuring decisions of the Board are implemented and that the work is consistent with the mission and values of the organisation;
- Safeguarding the good name, reputation and values of Parkour UK and to represent it in the public arena as appropriate.

Ensuring Parkour UK operates in an effective, responsible and accountable manner

- Understanding legislative requirements under Companies House;
- Ensuring Parkour UK complies with company law and other relevant legislation and regulations;
- Exercising oversight of the good financial and general management of Parkour UK;
- Sitting on appointment and disciplinary panels and attending other Parkour UK meetings as appropriate.
- Controlling and managing the administration and assets of the company.

Ensuring the effective functioning of Parkour UK board of directors

- To be aware of and to conform to the responsibilities of a director of a company limited by guarantee;
- Promoting good relationships between Board Directors, the Chief Executive, staff and volunteers;
- Attending board meetings and playing an active role in holding the executive to account;
- Taking decisions based on the best interest of Parkour UK and not acting with any bias for personal gain or representing other interested parties views.

Person specification:

Experience acting at a strategic level in an organisation

- Helped to set the strategic vision for an organisation;
- Operated at a strategic level in an organisation;
- Appreciation of the distinction between strategy and operation.

Understanding and appreciation of the sports sector

- A demonstrable interest in and commitment to Parkour UK areas of interest: young people; sport; flexibility in membership; and accessibility for all;
- An affinity and passion for making the benefits of Parkour accessible to all and any who want to learn;
- Understanding of the political landscape that Parkour UK operates within.

Experience of representing an organisation externally

- Ability to engage with high profile individuals and articulate the mission of an organisation;
- Skilled and experience in positioning an organisation politically;
- Understanding of how to build key relationships within the sport sector.

Knowledge and understanding of the duties and responsibilities of a Director

- A willingness to devote the necessary time and effort, to attend Board meetings and other meetings as appropriate and to be available for projects and working parties;
- Ability to act with integrity in decision making;
- Ability to think creatively;
- Ability to work effectively as a member of a team.



Specific skills

Following a skills audit of our existing board we have identified the following skills and experience we are looking for in particular and we therefore invite nominations from individuals who feel they have these skills to bring to the Board:

- Marketing;
- Legal and Governance;
- Leadership;
- Behaviour Change;
- Finance/Accountancy;
- HR skills;
- Digital technologies/social media;
- Commercial rights and/or sponsorship;
- Local Government/regional issues.