



10th ANNUAL GENERAL MEETING OF THE CHARTERED SOCIETY OF FORENSIC SCIENCES

Friday 27th October 2023

Time: 12.35pm *tbc*

Horizon Leeds

Elected Members of the Council for the year 2022/2023 are as follows:

President	Professor Tim Thompson	2021/2025
Immediate Past President	Dr Shelia Willis	2019/2023*
Vice President	Mr R Green	2021/2024
Honorary Secretary	Mr A Long	2020/2023*
Honorary Treasurer	Mrs Sue Carney-Gannon	2022/2025
Honorary Editor	Dr R Bolton-King	2020/2024**
Honorary Chair of Professional Standards	Mrs H Davies	2021/2024
Ordinary Member	Dr Felicity Carlysle-Davies	2022/2025
Ordinary Member	Dr S Pickles	2020/2023*
Ordinary Member	Mr D Hancock	2020/2023*

* Officers and Ordinary Members retiring from Council November 2023

**As agreed at 2022 AGM the Honorary Editor would continue in post for 1 additional year

Nominations are required for **President Elect**, **Honorary Secretary** and **two Ordinary Members**. These should be emailed to Nicola.schumacher@csofs.org no later than 5pm on Friday 28th July 2023.

Any resolutions should reach the office no later than 2 weeks prior to the meeting.

Nomination forms and information regarding responsibilities of those elected to Council in accordance with the Charity Commissioners ruling can be viewed below or obtained from the Society's office. If additional vacancies on Council are created during the period prior to the closing date for nominations, these will be communicated to members.

Adam S Long
Honorary Secretary **23rd March 2023**

If you have any queries or comments, please forward them to the Honorary Secretary at the above address or by email to info@csofs.org

All forms and information will be available on the Resource Library on the member platform
members.csofs.org/articles?category=Governance



NOMINATION TO COUNCIL - 2023

I/We the undersigned wish to nominate the following named member:

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to serve on the Council of The Chartered Society of Forensic Sciences as:

President Elect

☐

Honorary Secretary

☐

Ordinary Member

☐

Ordinary Member

☐

from 27th October 2023 being the date of the Annual General Meeting.

Signatures and printed names of proposers

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Date:



PRESIDENT **Four years (1 year as President Elect, 2 years as President and 1 year as Immediate Past).**

- To Chair Council meetings and such other committees or sub-committees of Council as may be determined from time to time (President Elect or Immediate Past President to chair in absence of President).
- To sit on the Strategy Committee and lead the development and delivery of the Society's Vision & Values working in conjunction with the Chief Executive Officer (CEO) in the setting of Strategic Objectives.
- To ensure the financial robustness of the Society through appropriate delegation and communication with the Treasurer and CEO.
- To ensure that there is appropriate debate and effective decision-making at meetings, with consideration of options and their risks and benefits, and generally that the process and agenda of meetings are well managed.
- To ensure that actions and delegated actions approved by Council are followed through, including the development of well-attended programmes of activity, and especially those actions which mitigate risks.
- To ensure that the Society, its Council and its Members act in accordance with the Charter, objectives and values of the Society.
- To represent the Society positively and so as to secure and maintain a credible and influential professional and public profile including at national level. To further ensure appropriate representation at meetings of all key bodies and organisations connected with, or related to, the Society in order to further the objectives and interests of the Society.
- To lead the Society in developing the forensic profession through the formation and development of Strategic relationships with appropriate External bodies. These will include Government Departments, regulatory authorities, suppliers and customers of forensic science services, other professional bodies and learned societies and providers of higher education.
- To present Awards on behalf of the Society at the Annual dinner.
- To be the final arbiter in all formal appeal processes.



HONORARY SECRETARY Three years

- To ensure the good Governance of the Society, by ensuring the Charter is adhered to and that the requirements of the Charities Commission are met.
- To manage the risk register
- To oversee the allocation of scholarships and awards.
- To oversee formally the following:
 - The arrangements of the Annual General meeting and elections to Council
 - The signing off of the Annual Report
 - The signing off of the minutes from the Annual General meeting
- To attend, as a member, the MEC committee of the Society.

ORDINARY MEMBER Three years

Act corporately as Members of the Council to:

- Hold and deliver accountability for the legal, governance and financial soundness of the Society and uphold the Charter.
- Help define the strategy of the Society, to support the Council in the implementation of strategy and to make and endorse key decisions.
- Ensure, as a Trustee of a Charity, that the Society complies with all relevant provisions under the laws and regulations governing Charitable Trusts and particularly such provisions as adherence to the Charter and financial solvency.

Individually, to:

- Be prepared to vocalise your skills and take on and deliver special roles and assignments as may be required including the chairing or membership of sub-committees and groups of the Society.
- Attend all Council meetings, Annual General meeting and Society conferences and events as required.
- Promote the interests and profile of the Society through internal and external networking, and seek to recruit and encourage new Members both of the Society and of Council, with new Member mentoring and buddying as appropriate.
- Propose conference topics and participate in organising activities.
- Be expected to act as Divisional links if requested.