

**CALL FOR SELF NOMINATIONS
UKI NETS CHAIR**



Applications are requested for the position of Chair of UKI NETS. The position is an Officer, Director and Trustee of UKI NETS and a member of the UKI NETS Executive Committee. Current Chair, Professor Mark Pritchard will complete his term of office in December 2024. The successful candidate will join the Executive Committee as Chair-Elect following the UKINETS AGM taking place on 4 December 2023. They will then complete a 3-year term as Chair starting from December 2024 and 2 years as Past-Chair following that.*

Applicants must be a member of UKI NETS and have paid their subscription fee for 2023.

The role

The Executive Committee meets 3-4 times a year, (once face-to-face, to coincide with the UKI NETS annual conference, the others virtual). All Executive Committee members should attend and actively contribute to these meetings wherever possible. Members should also participate in Executive Committee discussions via email on key matters relating to the Executive Committee and UKI NETS business, responding in a timely manner. Executive Officers may meet more frequently.

The Chair shall attend to the affairs of the Society and Executive Committee and shall preside at Executive Committee Meetings and the Annual General Meeting. He/she shall represent the Society in the UK, Ireland and abroad, and sign the official documents of the Society. In addition to this the Chair shall have the following responsibilities:

1. Convening and chairing meetings of the Executive Committee of UKI NETS, ensuring (with support from the Secretariat) that:
 - a. They are convened and managed according to the constitution, including all elections and balloting
 - b. The agendas accurately reflect the issues and priorities facing UKI NETS at any time and are circulated in advance
 - c. Strategic planning discussions are moderated and any conflicts resolved to ensure that the Executive Committee runs consensually
 - d. An overview of the field of NETs is maintained to ensure that developments and issues are discussed and acted on appropriately
 - e. The wider view of UKI NETS' activities and aims are maintained
 - f. The minutes are accurately prepared (by the Secretariat) and circulated in a timely fashion
 - g. Actions are carried out as designated
2. Chairing the Annual General Meeting, including:
 - a. Chairing the meeting
 - b. Reporting to members on the overview of the year's activities
 - c. Moderating discussions and questions from the floor
 - d. Ensuring actions are carried out as designated
3. Presenting awards at the UKI NETS National Conference
4. Maintaining an overview of UKI NETS' activities, grants and prizes to ensure that they are managed according to their constitutions by the committee chairs
5. Acting as the voice of UKI NETS externally, including with ENETS and Neuroendocrine Cancer UK.

Term of office: 1 year as Chair-Elect, 3 years as Chair, 2 years as Past-Chair.

The purpose of the UKI NETS Executive Committee is to:

- Control the management and administration of UKI NETS
- Ensure that all activities of the organisation are within the law, having particular regard for UK Charity and Company law, and within its aims and objectives
- Develop and agree policies and strategic plans
- Ensure the organisation has adequate resources and that these are effectively managed
- Agree budgets and monitor financial performance
- Make all financial decisions on behalf of the Society
- Review and manage risk
- Provide leadership and direction for the organisation
- Define accountabilities of individuals and Committees

Executive Committee members must:

- Be a member of UKI NETS
- Have a track record in the field of neuroendocrine tumours
- Demonstrate a commitment to the aims of the Society
- Have relevant skills, experience and knowledge to perform the required responsibilities

If you are interested in applying, please send:

- Your CV
- A supporting statement containing 1-2 paragraphs detailing your suitability for the position and contributions to the field of NETs
- The attached nomination form including signatures from a proposer and seconder who should be current Voting Members.
- Your photo. This is only required for the e-vote and can be provided once your application has been accepted to go forward to election if you prefer.

These documents should be submitted electronically to the [UKI NETS Office](#) by 5pm **Monday 25th September 2023**. Applications received after this date will be rejected. Applications will be assessed by the current UKI NETS Officers and if more than one application is received then the membership will be invited to vote for their preferred candidate electronically, ahead of the AGM. The supporting statement and photo provided by candidates will be displayed for voters in our e-vote system.

** The initial year as Chair-Elect has been introduced in 2023 to ensure the incoming Chair has the necessary knowledge and experience in advance of becoming Chair. The subsequent term as Past-Chair has been shortened from 3 to 2 years accordingly. This change will require an update to the society's Articles of Association, which will be raised as a special resolution for member vote at the 2023 AGM.*