

## HCPA Board of Directors

### Application and Nomination Form

This form should be completed in full by the individual seeking to be apply for a position on the Board of HCPA and returned to:

Sharon Davies  
HCPA Ltd  
Attimore Barn  
Ridgeway  
Welwyn Garden City  
Herts AL7 2AD

**Please mark your envelope Private and Confidential.**

[sharondavies@hcpa.info](mailto:sharondavies@hcpa.info) or 01707 536020

Closing date for applications is **1<sup>st</sup> March 2018**

**Please note you will be required to attend the AGM in March in person**

<b>PERSONAL DETAILS</b>	
TITLE	
FORENAMES	
SURNAME	
ADDRESS FOR CORRESPONDENCE	
POSTCODE	
CONTACT TEL	FAX NO
EMAIL	MOBILE
Which Portfolio Area are you applying for? (see website)	

**5 Key things that are important to providers in the portfolio area you are applying for**

1

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**PERSONAL STATEMENT**

Please provide information to support your application for this voluntary position. Why do you think you would make a strong HCPA board member?

*No more than 500 words*

Please read these statements very carefully and only sign if you agree with each.

- If voted into this position I can confirm that I am able to commit to the HCPA board commitments (Annex A) as set out in the board commitments document.
- I can confirm that if voted into this position I would not use the board member position to gain advantage for my own organisation.
- I understand that my personal statement and key question will be circulated on the website and at the AGM and this application will be subject to an open vote of the HCPA membership.
- I understand that positions are not open to any member who is also, or has association with, a training company as this may cause conflict of interest. I understand that this is a voluntary, unpaid position
- I understand my contact details may be made available to members
- I can confirm that I am fit to stand as a board member and my appointment will not be turned down by Companies House
- I am a fully paid Member of HCPA

**Signed:**

**Date:**

## Board of Directors Commitments.

The objectives of the company are defined in the Memorandum of Association and regulations are laid out in the Articles of Association.

- The board of directors' key purpose is to ensure the company's prosperity by collectively directing the company's affairs, whilst meeting the appropriate interests of its members. In addition to business and financial issues, boards of directors must deal with challenges and issues relating to corporate governance, corporate social responsibility and corporate ethics.
- Attend 4 board meetings a year and 4 members meetings a year – a firm commitment to attend.
- Term of office: the directors will retire by rotation starting with those who have been longest in office since their last appointment or reappointment. This may be changed due to any retirement or a board member choosing to stand down.
- Expectation to attend conferences and seminars relating to the portfolio area when requested by the CEO/Chair
- Produce presentations to present back to the board and members relating to portfolio area
- Sit in on 'task and finish' working groups - in or outside of working hours
- Research and report on information in your particular sector area
- Directors are expected to take non-judgemental and broad perspectives of the care sector and must in no way be benefiting their own business interests by being a director.

### **Primary Functions of the Board**

- **Outreach**
  - - sector feedback, monitoring emerging trends, needs, expectations and problems
  - - soliciting input from a broad base of sector members to be reported and discussed at board meetings
- **Stewardship**
  - - reviewing the framework and vision of the organization with the CEO annually maintaining a forward looking perspective
  - - ensuring the evolution, capacity and robustness of the organization so it stays organic and grows
- **Overseeing of Operational Structure and Operations**
  - - overviewing the quarterly accounts presented by the Head of Operations
  - - protecting the integrity of the business plan
  - - preparing the annual fees paper to be delivered to the local authority by the Chair
- **Ambassadorial duties**
  - - promotion of the organization to the relevant sector members and new members based on the vision of the organisation
  - - ensuring the interests of a broad network of stakeholders are represented
  - - board members lend their positional, professional and personal credibility to the organization through their position on the board
  - - attend meetings within own sector and report back to the management team where opportunities or challenges are identified
- **Self Reflection and Assessment**
  - - regular reviews of the functions and effectiveness of the board itself
  - - assessing proposed changes in aims of the organisation
  - - setting membership fees

**Areas of Governance where Board or Chair must have input**

- Setting Membership fees
- Signing off accounts to be lodged at Companies House via Treasurer (quarterly overview)
- Preparing Annual Fees Paper
- Agreeing any change in strategic direction outside of the business plan
- Agreeing any lease changes on office accommodation
- Agreeing any changes at Companies House
- Agreeing Board structure changes
- 3 Year review of MOU and HCC contract
- Agreeing company status (currently not for profit Limited by Guarantee)
- Be represented by Chair, CEO and up to 2 others at all quarterly meetings with Director of Adult Social Care