

# Amnesty International UK

ROLE DESCRIPTION:

AMNESTY INTERNATIONAL UNITED KINGDOM SECTION

DEPUTY RETURNING OFFICER (VOLUNTARY ROLE)

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| **OVERALL PURPOSE OF THE ROLE** |

To deputise for and to assist the Returning Officer in their responsibility for the good conduct and administration of elections to various roles as described in AIUK Section’s Memorandum and Articles of Association, Rules, Standing Orders and Terms of Reference.

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| **GENERAL RESPONSIBILITIES** |

The Deputy Returning Officer is appointed every three years by the Board and is accountable to the Returning Officer and the Board and assists the Returning Officer to achieve the overall purpose of the role.

The role of the Deputy Returning Officer is part of the succession planning process for the appointment of future Returning Officers but does not guarantee future appointment as the Returning Officer.

The Deputy Returning Officer’s areas of responsibility will change over time but currently the main functions are as follows:

1. Assisting the Returning Officer in conducting elections to fill vacancies amongst elected members of AIUK Section’s Board as defined by the Memorandum and Article of Association
2. Assisting the Returning Officer declaring the results in the election of Regional Representatives and Network committees
3. Assisting the Returning Officer in conducting the election of the Board Chair, Vice-Chair and Treasurer.
4. Assisting the Retuning Officer in conducting AGM elections and card voting, if required, for
   1. AGM Chair
   2. Members of the Standing Orders Committee
   3. Members of the Members’ and Directors’ Appeals Committee
5. Assisting in monitoring changes to key policies and procedures relating to the work of the Returning Officer and ensuring that these are revised in accordance with any relevant changes to the Memorandum and Article of Association, Board decisions, Standing Orders, resolutions agreed at any AGM/EGM and other organisational/operational requirements.
6. Assisting in making rulings on the election process such as candidate eligibility and candidate conduct.
7. Assisting the Returning Officer in providing support and advice to the AGM Chair on the conduct of polls, ballots and other votes that may need to be taken at the AGM
8. Assisting in providing advice for election of officers for new structures/forums where required.
9. Assist in the declaration of key dates in the election calendar and time table for nominations for posts and committees..
10. Assisting the Returning Officer, in liaison with the Company Secretary, in producing election guidance and maintaining and updating the related Guide to AIUK Section Returning Officer Duties.

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| **NATURE OF THE ROLE** |

The position is a voluntary one. Expenses will be paid.

The post does require a significant time commitment at certain times of the year, for example:

* Attendance at AGM Review Group meetings (normally 2 or 3 a year)
* Attendance at the Annual General Meeting (held over a weekend at a UK location)
* Liaison with AIUK Section’s Chair and key AIUK staff responsible for aspects of the AGM
* Significant preparatory work and discussions outside these meetings, for example drafting material for Board elections.

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| **PERSON SPECIFICATION** |

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| **CRITERIA** | **STANDARD** | **ESSENTIAL/DESIRABLE** |
| Knowledge/Experience | Knowledge and understanding of organisations who have a governance structure similar to AIUK. | Desirable |
|  | Knowledge and understanding of AIUK Section governance structures. | Desirable |
|  | Experience of voting and election procedures and conduct. | Desirable |
|  | Interpersonal skills: particularly the ability to relate easily to Board colleagues and AIUK staff | Essential |
|  | Strong decision-making skills with good judgement | Essential |
|  | Communications skills and the ability to engage with confidence with a large audience on procedural issues | Essential |
| General | Fairness and impartiality | Essential |
|  | Commitment to AI’s vision as a global movement | Essential |
|  | Commitment to the aims, objectives and values of Amnesty International UK Section including AIUK’s Equality and Diversity policy | Essential |