**Role Description and Nomination Form:**

**Voluntary Members’ and Directors’ Appeals Committee** **(MDAC) Member** (elected position from June 2024 to June 2027)

**OVERALL PURPOSE OF THE ROLE:**

The Members’ and Directors’ Appeals Committee (the Committee) is part of the governance function of AIUK Section and consists of three members, who are elected by the members at the AGM for a three-year term. The role of the Committee is to hear appeals from Members or Directors who have been expelled by a resolution of the Board.

**GENERAL RESPONSIBILITIES:**

1. The Committee considers appeals made by individuals who have ceased to be a Member by virtue of a resolution of the Board under Article 14.7 or who ceased to be a Director by virtue of a resolution of the Board under Article 40.1.10.
2. The Committee convenes at the request of the Appellant.
3. Documentation from the Appellant and the Board is considered and where deemed necessary the Committee meets with the Appellant to discuss the appeal.
4. Decisions are made based on the Articles of Association of AIUK Section, the Rules of AIUK Section; the Activists Code of Conduct, the Volunteers Code of Conduct and Governance Code of Conduct.
5. The Committee is responsible for drawing up fair and open procedures for considering appeals.
6. The Committee shall be familiar with the Articles of Association (AIUK Section’s constitution), codes of conduct and Amnesty’s structure.
7. The Committee shall be familiar with the process for expelling a Member or Director.
8. The Committee shall be familiar with the process of an appeal, should an expelled member or Director request an appeal hearing.

**NATURE OF THE ROLE:**

The Members’ and Directors’ Appeals Committee is elected by the Members at the AGM from nominations received in accordance with a timetable announced by the Returning

Officer. Committee Members are elected for a three-year term commencing from the end of the AGM at which they are elected.

The Committee elect a Chair from amongst their membership.

The Committee has access to legal advice and support as required.

The position is a voluntary one. Reasonable expenses will be paid.

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| **PERSON SPECIFICATION** |

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| **The following skills and experience are considered important to the role** | |
| Knowledge/Experience | Experience of considering appeals, tribunal or equivalent hearings |
| Ability to review evidence and casework or similar material |
| Experience of governance of membership bodies |
| Familiarity with AIUK Section's Codes of Conduct. (Activist Code of Conduct and Board Code of Conduct) |
| Working to deadlines |
| Additional skills thought to be desirable by the AIUK Section Board |
| Skills | Understand and interpret the rules of AIUK Section |
| Communication skills; oral, verbally and in writing |
| Listening and understanding |
| Decision-making: ability to absorb and interpret information and to use this as the basis for reaching informed decisions |
| Interpersonal skills: ability to relate easily to colleagues and staff, as part of a team |
| Impartiality |
| Tact and diplomacy |
| General | Commitment to the role of the Members’ and Directors’ Appeals Committee |
| Availability to meet at short notice (10 days), either online or at an agreed location in the UK. |
| Commitment to the aims, objectives and values of AIUK Section |

**NOMINATION FORM 2024**

Amnesty International UK Section

**MEMBERS & DIRECTORS APPEALS COMMITTEE (MDAC) MEMBER**

(3-year role from June 2024)

Points to note:

* + The proposer should ensure that the person named is willing to be nominated and they countersign the nomination below to confirm
  + A postcode will be required to confirm the membership of both the nominee and the proposer. Anyone unsure of their membership status should check with the Supporter Communications Team by emailing [sct@amnesty.org.uk](mailto:sct@amnesty.org.uk)
  + The Nominee should complete the election statement (100 words max)

Please send your form to returningofficer@amnesty.org.uk by **Friday 12 April 2024.**

NAME OF NOMINEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PROPOSER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Election Statement:** **In no more than 100 words please give your own personal statement indicating why you are standing as a candidate.** If an election is required, you will be given the opportunity to read your election statement out at the AGM. The wording you include here will be the words to be read out. If you cannot attend the AGM, the Returning Officer will read it out on your behalf.

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