From the Honorary Secretary Professor Stuart Palmer FREng CPhys FInstP

I am writing to inform you about the vacancies that will arise on Council in 2015 and the process by which members may nominate themselves. There are five vacancies arising on Council this year to serve a four year term from 1 October 2015 to 30 September 2019:

- President-elect
- Honorary Treasurer
- Vice-President, Science & Innovation
- Ordinary Member (two positions)

All Corporate Members (i.e. those in the category of MInstP, FInstP and Hon.FInstP) are eligible to nominate themselves.

To be able to operate effectively and make good decisions, Council believes that it is important that the governing body reflects the full breadth of the Institute’s activities and the diversity of its membership in terms of scientific areas of interest, geography, age and gender.

The bylaws setting out the electoral process were updated in 2011 to allow self-nomination. The Nominations Committee will then assess all nominations and use its best endeavours to short-list candidates with such skills and expertise as appropriate. This process was introduced to allow more opportunity for individual members to stand for election and a better opportunity to address diversity issues in the membership of Council.

Where there are more nominations than vacancies in any of the four categories of vacancy a ‘first past the post’ ballot will be held and the results announced at the Annual General Meeting to be held on 9 July 2015.

Nominations should be submitted by email to Simon Kellas, Head of Governance (simon.kellas@iop.org), or in writing to the registered address of the Institute, and should state the full name, membership number and a statement of no more than 500 words in support of the candidacy, taking into account those areas set out above where Council has identified a need to strengthen its expertise and skills.

Further information about the role of trustees along with role descriptions and person specifications for each of the vacancies can be found below.

All nominations will be treated in confidence. This statement is for use as part of the nominations process only and candidates for election will have the opportunity to submit an updated or new statement for use on the ballot paper.

If you would like to know more about what is involved or have an informal discussion please contact us by email as above or on 020 7470 4843.

Nominations must be received no later than 1 April 2015.
GENERAL INFORMATION

Council is the governing body of the Institute and, as a registered charity, Council members are the trustees of the Institute.

Working collectively, trustees have three main responsibilities:
- to set a clear direction for the Institute;
- to make sure the Institute's plans are being carried out appropriately;
- to ensure the Institute meets its legal responsibilities.

The role and responsibilities of trustees are governed by charity law and further information may be obtained from the Charity Commission\(^1\). All new Council members receive an induction session with the Chief Executive and executive team, and are offered training and support in their role as trustees.

Council is chaired by the President and meets four times a year (full day meetings), normally in January, April/May, July and November. The work of Council is supported by a number of committees and Ordinary Members are normally invited to serve on at least one of these committees, most of which meet three times per year. The majority of meetings take place in London.

The current membership of Council and further information about the governance of the Institute can be found at [www.iop.org/about/governance](http://www.iop.org/about/governance).

Trustees should have:
- a commitment to the Institute;
- a willingness to devote the necessary time and effort;
- strategic vision;
- good, independent judgement;
- a willingness to speak their mind;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (induction and training will be provided);
- the ability to work effectively as a member of a team;
- the ability to understand the organisational and financial position of the Institute.

Why should I stand for election?

As a trustee, membership of Council carries significant responsibility but is immensely rewarding in terms of contributing to the health and development of physics and the role that the Institute plays in this.

Trusteeship provides an excellent opportunity to use the skills and experience gained in your career to make a valuable contribution to the governance and strategy of the Institute.

For members at an early stage in their careers it can be a useful opportunity to gain board-level experience and build skills for future employment.

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\(^1\) [https://www.gov.uk/government/organisations/charity-commission](https://www.gov.uk/government/organisations/charity-commission)
Eligibility

The 2011 Charities Act and the Institute’s Charter & Bylaws make restrictions on who may be a trustee.

Trustees must:

- Be a Corporate Member of the Institute;
- Be 18 years or over at the date of appointment (1 October 2015);
- Not be incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983;
- Not have an unspent conviction relating to any offence involving deception or dishonesty;
- Not be an undischarged bankrupt;
- Not subject to a disqualification order under the Company Directors Disqualification Act 1986;
- Not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor subject to an order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing management or control of any relevant organisation or body.
PRESIDENT / PRESIDENT-ELECT

The President-elect will serve from 1 October 2015 to 30 September 2017 in that position and then from 1 October 2017 to 30 September 2019 as President.

The President chairs Council, the body with overall responsibility for the governance of the Institute, providing leadership to ensure that it fulfils its duties and responsibilities. The President-elect deputises for the President as necessary and chairs a number of committees.

The President often acts as the public face of IOP with key stakeholders, representing IOP at the highest level with government, parliament, industry, universities, and other public and voluntary bodies. The President is an important link between the Institute and other major scientific and engineering institutions in the UK, Ireland and internationally.

Undertaking the position of President / President-elect requires a significant time commitment. In addition to membership of Council, the President / President-elect is a member or chair of a number of other committees.

<table>
<thead>
<tr>
<th>Committee</th>
<th>President-elect</th>
<th>President</th>
<th>Meetings per annum (normally)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Meetings</td>
<td>-</td>
<td>Chair</td>
<td>1</td>
</tr>
<tr>
<td>Senior Officers’ Committee</td>
<td>Member</td>
<td>Chair</td>
<td>3</td>
</tr>
<tr>
<td>Honorary Fellows Committee</td>
<td>Chair</td>
<td>Member</td>
<td>1</td>
</tr>
<tr>
<td>Nominations Committee</td>
<td>Chair</td>
<td>Member</td>
<td>3</td>
</tr>
<tr>
<td>Awards Committee</td>
<td>Chair</td>
<td>Member</td>
<td>1</td>
</tr>
<tr>
<td>Remuneration Committee</td>
<td>Member</td>
<td>Member</td>
<td>2</td>
</tr>
<tr>
<td>Resources Committee</td>
<td>-</td>
<td>Member</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Along with the Honorary Secretary and the Honorary Treasurer, the President provides guidance, advice and direction to the Chief Executive.

The President / President-elect works closely with, and is supported by, the Chief Executive and the Head of Governance. The PA to the Chief Executive provides support to the President in managing their IOP activities and commitments.

**Person specification**

- Distinguished physicist or related scientist with a significant international network;
- Significant current or recent senior positions on scientific, engineering or educational bodies, either executive, non-executive or honorary;
- Experience of working with, or, involvement in, international or multinational organisations;
- Experience of working with and engaging with government on matters of public policy.
HONORARY TREASURER

The Honorary Treasurer serves a four year term and is eligible for re-election for a second period of four years.

The current Honorary Treasurer, Professor Julian Jones, is eligible to be elected for a second four-year term from 1 October 2015 to 30 September 2019.

The general responsibilities of the Honorary Treasurer are set out in Bylaws 86 and 90:

86: “The Honorary Treasurer shall be responsible to the Council for the administration of the financial affairs of the Institute and for ensuring that proper accounts are kept in accordance with these Bylaws.”

90: “The head of the executive officers of the Institute will be responsible to the Honorary Secretary and Honorary Treasurer.”

Undertaking the position of Honorary Treasurer requires a significant time commitment. In addition to membership of Council, the Honorary Treasurer is a member or chair of following committees.

<table>
<thead>
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<th>Committee</th>
<th>Position</th>
<th>Meetings per annum (normally)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Officers’ Committee</td>
<td>Member</td>
<td>3</td>
</tr>
<tr>
<td>Honorary Fellows Committee</td>
<td>Member</td>
<td>1</td>
</tr>
<tr>
<td>Nominations Committee</td>
<td>Member</td>
<td>2-3</td>
</tr>
<tr>
<td>Resources Committee</td>
<td>Chair</td>
<td>3</td>
</tr>
<tr>
<td>Remuneration Committee</td>
<td>Chair</td>
<td>2</td>
</tr>
</tbody>
</table>

The Honorary Treasurer also has the following commercial appointments and must be free to take up directorship roles in the Institute’s group companies:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Position</th>
<th>Meetings per annum (normally)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IOP Enterprises Ltd</td>
<td>Non-executive director</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Chair of Board</td>
<td></td>
</tr>
<tr>
<td>IOP Publishing Ltd</td>
<td>Non-executive director</td>
<td>4</td>
</tr>
<tr>
<td>IOP Publishing Inc.</td>
<td>Director</td>
<td>1</td>
</tr>
</tbody>
</table>

The Honorary Treasurer has the following additional trusteeship:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Position</th>
<th>Meetings per annum (normally)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benevolent Fund</td>
<td>Trustee</td>
<td>2</td>
</tr>
<tr>
<td>Defined Benefit Pension</td>
<td>Trustee</td>
<td>3</td>
</tr>
</tbody>
</table>

The Honorary Treasurer attends the Annual General Meeting in July each year and formally presents the accounts as one of the Institute’s senior officers.
The Honorary Treasurer may also be asked to attend other meetings to represent the Institute on behalf of the President.

In addition to formal meetings there is regular consultation with the executive team and senior managers at the Institute. The Honorary Treasurer works closely with, and is supported by, the Chief Executive and the Group Finance Director, along with other senior managers.

**Responsibilities and activities**

- Leading Council’s oversight of the financial resources, procedures and contracts, and plans and reserves;
- Working with the executive team to ensure Council fulfils its financial duties and responsibilities;
- Playing an active role in the governance of the Institute’s pension schemes and trading subsidiaries.

**Person specification**

- A professionally qualified individual who will bring experience of strategic vision, independent judgement, and an analytical approach to the role which oversees both a registered charity and significant commercial operations;
- A confident and adaptable individual, the Honorary Treasurer will be prepared to be an essential voice in the advocacy of the long term strategy of the Institute and its subsidiaries.
VICE-PRESIDENT, SCIENCE & INNOVATION

The Vice-President, Science & Innovation will serve a four year term from 1 October 2015 to 30 September 2019.

Vice-Presidents lead engagement and dialogue with the physics community and provide advice to Council in the development of strategy and programmes of activity.

Undertaking the position of VP Science & Innovation requires a reasonable time commitment.

In addition to membership of Council, the Vice-President, Science & Innovation chairs the Science & Innovation Committee and is a member of the following committees:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Position</th>
<th>Meetings per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Officers' Committee</td>
<td>Member</td>
<td>3</td>
</tr>
<tr>
<td>Science &amp; Innovation Committee</td>
<td>Chair</td>
<td>3</td>
</tr>
<tr>
<td>Honorary Fellows Committee</td>
<td>Member</td>
<td>1</td>
</tr>
<tr>
<td>Awards Committee</td>
<td>Member</td>
<td>1</td>
</tr>
</tbody>
</table>

The VP Science & Innovation may also be asked to attend other meetings and will represent the Institute at external events, including ministerial level meetings.

In addition to formal meetings there is regular consultation with executive staff and senior managers. In particular, the VP Science & Innovation will work closely with, and be supported by, the Head of Science & Innovation.

Responsibilities and activities

- Leading engagement and dialogue with the physics community in the area of policy and funding for scientific research and innovation;
- Working with the Head of Science and Innovation on developing and realising IOP strategy, and managing the remit and work of the Science & Innovation Committee;
- Supported by the executive staff and senior managers, leading Council’s oversight of relevant IOP programmes and projects, including conferences;
- Leading Council’s oversight of all matters concerning physics research and its links to innovation;
- Supported by the IOP’s policy team, guiding the Institute’s responses to public consultations in the science area;
- Engagement in developing relationships with Funding Councils and Research Councils;
- Attending, where possible, meetings of Standing Conference of Physics Professors.

Person specification

- Highly respected individual with leadership experience in physics-based science or innovation in a national or international capacity;
- Broad interest across physics with experience working across the interface between academia and industry;
- Knowledge of UK and Ireland research policy issues that affect the physics community at institutional or national level;
- Experience of successful contribution to, and communication with, research funders; Good communication skills e.g. experience of working with the media.
ORDINARY MEMBERS (TWO VACANCIES)

Ordinary Members of Council will serve four years from 1 October 2015 to 30 September 2019.

In addition to serving on Council, Ordinary Members are normally appointed to serve on at least one committee of Council.

Council needs to ensure that it covers the competencies necessary to govern the Institute effectively, in line with Charity Commission requirements and best practice, as well as populate its committees with appropriately skilled trustees. Council has identified that this year there is a need to strengthen its expertise and skills in the following areas:

- Leadership in physics research;
- Education and teaching;
- Leadership in the small and medium-sized enterprise (SME) community.

Additional experience in the areas of financial reporting, auditing and/or risk management would be desirable.

Nominations would therefore be particularly welcome from people with the skills and experience to contribute to Council’s work in these areas.