



# Communication Matters NEEDS YOU AS A TRUSTEE



## CALL FOR TRUSTEES 2015

This year there will be **4 vacancies** on the Board of Trustees – 3 trustees are standing down as their term of office will be completed this year but they are all willing to stand for re-election. Election and announcement of voted trustees will take place at the Annual Meeting on Sunday 13 September 2015 at the University of Leeds, during the Communication Matters National AAC Conference.

### What does being a Trustee involve?

Trustees have a very important role. Trustees are responsible for the organisation and management of Communication Matters, which is also the UK branch of an international organisation, ISAAC.

The Board of Trustees appoints a Chair, Deputy Chair, and Treasurer – these are the ‘official jobs’. However, **all** trustees have jobs to do to keep Communication Matters running and to enable it to carry out its range of activities.

The Board of Trustees usually meets four times a year, including one meeting just before the National Conference. Some of these may be two day meetings and so overnight accommodation is arranged. We have recently been holding the meetings in Leeds, which is the location of the CM office. Trustees are expected to attend these meetings. As well as these face-to-face meetings, we communicate with each other frequently by email, letters & phone – there’s a lot to do to keep Communication Matters running smoothly!

For more information about the role of trustees, visit <http://www.communicationmatters.org.uk/page/trustees-and-staff>

and also read *Further information from the Chair of Board of Trustees* on the next page of this document.

**SKILL MIX:** Communication Matters needs trustees with a range of skills who can help to develop it as an organisation and implement its strategic objectives. Particularly important to us this year are a range of perspectives on AAC as well as skills in project management, finance and bid writing. Perhaps most important is commitment and enthusiasm and a capacity to give of your own time.

### Am I eligible to be nominated as a Trustee?

#### YES! If you:

- (a) want to help Communication Matters develop and to further its aims and objectives;
- (b) are a fully paid-up **Individual** member of Communication Matters for 2015;

Note that it is not the role of a trustee to represent the organisation for which they work or in which they have interests, so if you have CM Organisational, ISAAC Institutional or ISAAC Corporate membership, **you are required to have or to take out an Individual membership in your own name** (to check your membership category and number, please email [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk) or ring 0845 456 8211);

- (c) have time to devote to Communication Matters work and to attend Trustees’ meetings.

## Further information from the Chair of Board of Trustees

The time has come again to request nominations for trustees for the next term in the life of Communication Matters (CM). This is a role which demands stamina, commitment and skill mixing but which can be very stimulating and enlightening!

The Board is made up of 12 trustees. Each year at least 4 trustees have to stand down. This year 3 trustees are standing down as their present term of office will be completed but they are all willing to stand for re-election. The fourth place is vacant due to the recent resignation of Barry Smith.

### Present Board composition:

Served for three years: Tom Griffiths, Catherine Harris, Toby Hewson

Served for two years: Nicola Hayton, Ruth McMorran, Marion Stanton

Served for one year: Zoë Clarke, Vicky Healy, Amanda Hynan, Sergio Suchowlanski, Adam Waits

Trustees are elected for a 3 year term of office; they can then stand for re-election to serve for a further 3 years. People who have previously served as trustees are invited to become 'Friends of Communication Matters'.

This has been a significant year of change for Communication Matters. Last year 50% of the Board changed and the new trustees are now beginning to find their feet. We also have had to manage the retirement of Patrick Poon and Peter Head. We have relocated the CM office to Leeds and have appointed two new staff members, Hilary Gardner and Emily Campbell.

The 3 trustees standing for re-election have had key roles on the Board with specific areas of responsibility. The trustees concerned are: Catherine Harris (current Chair), Tom Griffiths (Research Lead) and Toby Hewson (pwuAAC). Due to the key nature of these roles and the experience of the people concerned, the Board are delighted that they have decided to stand again for election.

As a Board of trustees we also have the option after the AGM of nominating up to 3 places for co-opted trustees who serve for a year and this is often a good way for people to be introduced to the role of a trustee especially for people who use AAC. Please feel free to contact me through the CM office if you would like to discuss any of these roles further.

The present Board of Trustees is as follows:

	<i>Role and responsibility</i>	<i>Designation</i>
Catherine Harris	Chair/Strategy/Lobbying	Speech Therapist
Ruth McMorran	Deputy Chair/Conference	Teacher
Nicola Hayton	Treasurer	Speech Therapist
Tom Griffiths	Research Lead	Healthcare Scientist
Toby Hewson	AAC expert/Conference/Events	CEO Just Different
Marion Stanton	Marketing/Training/Strategy	Teacher
<i>New trustees in 2014</i>		
Zoë Clarke	ISAAC	Clinical Scientist
Vicky Healy	Marketing/Events	Speech Therapist
Amanda Hynan	Research/Liaison 1Voice	Lecturer in SLT
Sergio Suchowlanski	Involvement of pwuAAC	Registered Manager
Adam Waits	Supplier link/Abstracts	Supplier

As each new Board start a term of office it is important to remember that all the trustees serve on a voluntary basis. I want to express my appreciation again for all those who have served in previous years and have made Communication Matters what it is today.

*Catherine Harris, Chair of Communication Matters*

## How can I be nominated?

You need to use the form below to provide information (no more than 200 words) to be included on the ballot paper (e.g. your role/interests/activities, why you want to stand as a trustee, what you could bring to the organisation).

### **You must be nominated and seconded by current paid-up members (any category) of Communication Matters.**

You must sign the form by hand or with an imprint/stamp if you are able to do so. To be included in this year's election, send the nomination form by post, fax or scan/email, to reach us by **Friday 7th August 2015**.

## The Voting Process

Current paid-up members of Communication Matters will receive ballot papers to cast their vote either by:

- **Post:** enabling people not able to attend the Annual Meeting to vote, or
- **In Person:** ballot paper must be placed in the ballot box at the Annual Meeting (The Union Building, University of Leeds) by 4pm on 13th September 2015 (i.e. the start of the Annual Meeting).

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## 2015 Nomination for Election Communication Matters Board of Trustees

Name of nominated person:

Membership No. of nominated person:

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Name of proposer:       Membership No.

Name of seconder:       Membership No.

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Information for inclusion on the ballot paper (no more than **200 words**):

### I agree to stand for election as a Trustee:

Signature of nominated person \_\_\_\_\_ Date:

Please post, fax or email the completed form to Communication Matters, \_\_\_\_\_ to  
arrive by Friday 7th August 2015:

**Communication Matters (Trustee Nomination), Leeds Innovation Centre, 103 Clarendon  
Road, Leeds, LS2 9DF**

**Tel & Fax: 0845 456 8211 Email: [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk)**