

SBA AREA REPRESENTATIVE
JOB DESCRIPTION & SELECTION PROCESS
Issue 22nd May 2017

In order to maintain good communications between the SBA and its Affiliated Beekeeping Associations (ABAs), and SBA members who may not be members of an ABA, the SBA Board of Trustees introduced the position of Area Representative (AR). This document outlines the tasks associated with being an SBA Area Rep and the method of selection.

1.0 Background and constitutional position

1.1 An Area Representative will be a member of the SBA in his or her own right, and elected trustee of the SBA, who will represent Affiliated Beekeeping Associations (ABAs) in one of the local association areas defined by the SBA (currently **North, North East, North West, East & West**).

The responsibility for selection of a nominee for election to the board (with the intention that the nominee serves as the Area Representative) lies with the ABAs in each area, as defined by the SBA. The nominee selected by the ABA must meet the criteria for eligibility to become an SBA trustee, as laid down in the SBA constitution.

The office of Area Representative is, as with other trustees of the SBA, held for a period of one year but is immediately eligible for re-election as a trustee. It has been normal practice for Area Representatives to continue in office for **three consecutive years**. Experience has shown that this is the optimum period (both in terms of performing the role and ensuring that other members can have the opportunity of acting as Area Representative) but the appointment can be longer, or shorter.

The person chosen by their ABAs will be duly nominated and seconded as a trustee elect of the SBA board, and the appointment as a trustee will be confirmed by their election by the entire membership at the AGM, annually. In the event that an area fails, for whatever reason, to nominate someone to be elected as a trustee and serve as an Area Representative, the SBA board may use its powers to co-opt up to three trustees, and appoint any trustee to be an Area Representative.

2.0 Responsibilities

The main functions of the Area Representative are to:

- 2.1 Represent the interests and concerns of the ABAs and other SBA members who may approach them, to the SBA board
- 2.2 Report to the board and to the membership on ABA activity
- 2.3 Report to ABAs on the work and decisions of the board
- 2.4 Assist in disseminating information from the SBA to the ABAs and encourage ABAs to be involved in information gathering on behalf of the SBA
- 2.5 Participate fully in the work of the board and carry out the duties of a trustee.

3.0 Tasks

To achieve the functions set out above the Area Representative will:

- 3.1 Establish and maintain contacts with ABAs in the area, usually through the ABA secretaries (and visiting ABAs where possible – at least one visit during the AR's period of tenure, is a recommended target and travel costs up to this level will be paid by the SBA). ABA's requesting visits over and above one visit per tenure should be advised that they will have to pay travel costs.
- 3.2 Submit a report to the board prior to its meetings (copied to ABAs)
- 3.3 Attend board meetings, relevant subcommittee meetings, and members' meetings.
- 3.4 Send a summary of the board meetings to ABAs (bearing in mind the need for confidentiality as required)
- 3.5 Provide an annual report
- 3.6 Promote inter ABAs contacts and activities, and act as an interchange of information.
- 3.7 Advise and assist new beekeeping associations being formed in the area, and subsequently help with initial activities.

4.0 Outreach

In addition the Area Representative will provide a point of contact with the public and organisations, referring enquiries to ABAs where appropriate. These might include:

- 4.1 Swarms (and advice on insects generally)
- 4.2 Spray liaison
- 4.3 Sourcing of bee products
- 4.4 Taking up beekeeping (training courses and local ABAs)
- 4.5 Offers of apiary sites
- 4.6 Schools and societies

5.0 Selection Process for the Post of Area Representative

Two situations arise: 1. An Area Rep is in post but about to retire, having completed their 3 yr tenure, or having otherwise tendered their resignation. 2. The area has been without a Rep for some time. In the first case the existing Area Rep should co-ordinate the election of their replacement. In the second case the SBA Secretary will co-ordinate the process, ideally with the help of one of the Secretaries in the area.

5.1 Affiliated beekeeping association (ABA) secretaries will be invited to seek nominations for the Area Representative from within their associations.

Nominees must be a member of the SBA and member of an ABA within the area and must be eligible to become a trustee of the SBA as defined by Clauses 71 to 73 of the SBA Constitution. If there is not an Area Rep in post, nominations will be sought 4 months prior to the SBA AGM.

5.2 Each association may make only one nomination, either from its own association or from another association in the area.

If there is more than one nominee, the CVs and statements will be sent to the relevant ABA secretaries, to arrange a selection process within their associations. For example this may be undertaken either by the relevant ABA committees or by the whole area ABA membership but whatever method is

adopted it must be recorded and minuted by the ABAs. This process would ideally be co-ordinated by the departing Area Rep or in absence of, by the SBA Secretary acting as co-ordinator assisted by one of the ABA Secretaries (the area secretaries shall decide amongst themselves who shall assist the SBA Secretary in this task).

If there is a tie, a name shall be drawn from a hat.

5.3 When a nomination is finally received by the SBA Secretary it shall include a short CV and statement of not more than 50 words on why the nominee feels that he or she should be a trustee, particularly noting the role of area representative. The nominee shall also be required to provide a letter confirming willingness to become a SBA Trustee.

The name of the person selected must be received by the SBA general secretary 6 weeks prior to the date of the AGM (The general secretary is required to give 28 days' notice to the membership of nominations to be voted on by the whole membership at the AGM (including by proxy)).

5.4 The ABA secretaries will be informed of the outcome.

5.5 The SBA Secretary shall confirm candidate suitability and arrange for that person to be co-opted and/or proposed as an Area Rep and SBA trustee at the next AGM

5.6 The area representative will be selected by the ABAs normally for a three years period but it could be for a longer or shorter period as agreed by the area ABA's and the SBA Trustee Board. However the area representative will require to be nominated and voted for as a Trustee annually by the SBA AGM.

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