

Election of Deputy President / President Elect 2019

Information Sheet

1. Introduction

A new Deputy President/President Elect will be elected at IPPN's National Council meeting on **Saturday, June 14th 2019**. If you believe you know a **qualified** member of IPPN who would be suitable for the role, please nominate them by completing the attached electronic Nomination Form and **returning it to the IPPN Support Office by email to info@ippn.ie before noon on Friday, May 17th 2019**. A qualified member must be a current or past member of the Board of Directors or National Council.

Note: **The nominee must have agreed to the nomination.**

Only forms emailed to info@ippn.ie by the deadline can be accepted. No postal applications, faxes, scanned documents or emails to current staff or board members are accepted. No late applications are accepted. Confirmation of receipt of all valid nominations will be issued by return.

2. Role of the Deputy President/ President Elect

The Deputy President/President-elect shall be a member of the Board of Directors for a term of two years and will assume the role of President when the President's term of office is completed. The following outlines the role-expectations of IPPN's Deputy President/ President Elect:

- ❖ Attendance at all IPPN's Board and Council Meetings (typically 6 Board and 3 Council meetings each year)
- ❖ Commitment to IPPN's Code of Governance
- ❖ To chair Board of Directors and National Council meetings when the President is not in attendance or when requested to do so
- ❖ The Deputy President shall assume the role of President in the event of the resignation, incapacity or death of the President during the President's term of office and shall hold such office for the remainder of the President's term of office. The Deputy President's term of office in his/her own right as President is subject to a maximum term in total of three years.
- ❖ In addition to deputising in the absence of the president, the deputy president will have an integral contribution to make to the areas of Advocacy & Representation.
 - contribute to IPPN position and submission papers
 - contribution to Leadership+
 - involvement in member engagement projects
 - involvement in IPPN's media and PR group
- ❖ Participation at IPPN Management Advisory Group meetings through video conferencing, where practical
- ❖ Participation at HR & Finance Advisory Group meetings
- ❖ Participation at the Governance and Nominations Advisory Group Meetings (GANAG)
- ❖ Attendance at stakeholder and county network meetings as requested
- ❖ Substitute cover is provided by IPPN where you are requested to be absent from school
- ❖ Media and governance training are also provided, as required.

3. Tenure

The Deputy President / President Elect shall have a term of two years, commencing September 1st 2019. At the end of the two-year term, the President Elect takes on a contracted role of IPPN President. The role of President is a two-year full-time role, per the conditions outlined in section 7 of IPPN's Constitution (cf below).

4. Role of President

Section 7 of IPPN's Constitution outlines the role and tenure of President as follows:

1. The President may be seconded, by agreement of the Board of Directors, to serve his/her term of office.
2. The role of President is a paid member of IPPN staff; either through secondment or salary. The President will resign as a member of the Board. The Board of Directors may appoint the role of Chair to the President.
3. At the end of the term of office of the President, the President may become a member of the Board for a period of two further years in the role of Immediate Past President.
4. The National Council shall elect a Deputy President in sufficient time to align with the start date of the President's two-year term. The Deputy President / President Elect shall be a member of the Board of Directors for a term of two years and will assume the role of President when the President's term of office is completed.
5. The Deputy President shall also assume the role of President in the event of the resignation, incapacity or death of the President during the President's term of office and shall hold such office for the remainder of the President's term of office. The Deputy President's term of office in his/her own right as President is subject to a maximum term in total of three years.
6. The President is accountable to both the National Council and Board of Directors.
7. The role of the President shall be to:
 - 7.1 Chair meetings of the National Council and Board of Directors
 - 7.2 Be responsible, in conjunction with the CEO, for the day-to-day management of IPPN
 - 7.3 Preside over and co-ordinate the work of the officers of IPPN
Act as the official representative of IPPN, provided always that the President may choose to delegate certain aspects of this function to the Deputy President, the CEO or other members of the Board of Directors from time to time
 - 7.4 Manage, in conjunction with the CEO, the internal communications of the Board of Directors and National Council
 - 7.5 Co-ordinate the agenda for meetings
 - 7.6 Facilitate decision-making processes
 - 7.7 Ensure IPPN's compliance with Company Law, the Revenue Commissioners and other relevant legislation
 - 7.8 Ensure that IPPN's responsibilities and rights as an employer are met, particularly in relation to recruitment, contracts, performance reviews, salaries, statutory deductions, pensions, grievance/disciplinary procedures as well as the pastoral care/health & safety of staff
 - 7.9 The President does not vote at Board Meetings. In the event of a tied vote, the Deputy President or, in their absence, another appointed member of the Board, will have a casting vote
 - 7.10 The Board of Directors shall provide administrative support structures for the President.

5. Legal Duties

The legal duties of all Directors may be summarised as:

- ❖ To act in the best interests of IPPN
- ❖ To ensure the company is not run in a fraudulent or reckless manner
- ❖ To ensure that IPPN complies with ongoing corporate governance responsibilities and other requirements.

6. Process

- ❖ All nominations to be registered with IPPN's Support Office before **noon, Friday, May 17th 2019**
- ❖ All nominees will be reviewed by the Governance & Nominations Advisory Group (GANAG), who will report to the Board of Directors
- ❖ The Board of Directors will consider the GANAG report and will ratify such candidates as it sees fit
- ❖ If there is more than one eligible nominee, a list of eligible nominees, with a brief summary of their experiences to date (taken from the Nomination Form), will be circulated to IPPN's National Council members during the week of May 27th 2019
- ❖ Elections will take place at IPPN's National Council Meeting on Saturday, June 14th 2019. A ballot will be undertaken if required, and shall be by proportional representation by means of a single transferable vote.

7. Criteria for election

In order to be considered eligible for election, nominees must, at a minimum:

- ❖ Be a full member of IPPN with membership fee paid up to date
- ❖ Be committed to the advancement of the values and vision of IPPN
- ❖ Be a present or past member of the Board of Directors or a present or past member of the National Council.

The Governance & Nominations Advisory Group will also take into account the following criteria:

- ❖ Whether the nominee is judged to have the potential to make a material contribution to the role, including a demonstrated competence to lead
- ❖ Whether the individual has relevant experience of serving on management committees/Boards outside the school community
- ❖ Commitment to personal and professional development
- ❖ Involvement with IPPN local committees and IPPN projects
- ❖ Particular specialist skills that are deemed to be needed for the office e.g. legal, finance, fund-raising, PR, HR, strategic planning, risk management etc.
- ❖ Strategic development of relationships e.g. public sector, statutory bodies, private sector, third-level institutions, research organisations etc.
- ❖ Maintaining a balance of the Board membership in terms of geography, gender, school type and size.