



Institute of Management Services

Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AB

To All Corporate Members

5 March 2007

Elections to Council of Management

At the Annual General Meeting to be held on Friday 5 October 2007 the following members of the Institute's Council of Management will retire. They are, however, all eligible for re-election:

D Blanchflower

RC Bridges

GP Mansfield

LV Rose

Nominations for the vacancies so caused may be made by submission to me at the Institute's Head Office, Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AB not later than **5pm on Wednesday 11 April 2007** on the form overleaf. Will you please note that the nominee must be a corporate member of the Institute and be nominated by two other corporate members. Nominees must sign the undertaking to accept office if elected and provide details of themselves which may appear on the ballot paper.

In the event of the number of nominations exceeding the number of vacancies, ballot papers will be despatched to all corporate members on **Friday 8 June 2007**. The Closing date for receipt of voting papers will be 2 July 2007 and the results of the election will be declared at the Annual General Meeting on **Friday 5 October 2007**.

The nomination form overleaf may be photocopied to avoid damaging your journal. An acknowledgement will be sent to the nominees as soon as the form is received.

The following notes outline the general duties and responsibilities of a Council member:

The Institute is a company limited by guarantee and is governed by the provisions of the Companies Acts. Its Memorandum and Articles of Association specify what it may do and how it should conduct its affairs. The business of the Institute is managed by the Council of Management who may do anything within the Memorandum and Articles of Association which is not contrary to any statute or is not required to be done by members in general meeting. This responsibility is a collective one and Council normally act through Council meetings. Council may of course delegate to committees or individuals but it has the final responsibility.

Council members are in a fiduciary relationship to the Institute and must exercise their powers for its benefit using reasonable diligence and care. They are required to take proper account of the interests of the Institute's employees as well as its members. They act as agents of the Institute and only become personally liable if they authorise any act or expenditure outside the Constitution. They may not receive any remuneration or benefit as Council members except out of pocket expenses; this includes benefit of any contract with the Institute by a company of which they own 100th of the share capital or more.

Apart from presenting annual reports and accounts and appointing certain officers the Memorandum and Articles of Association lays no specific duties on the Council. Its responsibility is a general one of running the affairs of the business. Any individual responsibility springs from authority given by the Council and this will clearly vary from time to time. Council members are expected to serve a four year term of office and to attend all Council meetings (normally two or three each year). To be a member of at least one committee (meeting three or four times a year) and to represent Council at region, or specialist group meetings if called upon to do so.

Harry Downes
Secretary

Note: Candidates must enclose a good quality photograph of themselves and up to 50 words indicating why they wish to be elected to Council. This, together with the photo, will be published in the July Journal. Candidates must also let me have a maximum of 150 words giving details of their industrial/public service/professional experience relating to Management Services and/or past service to the Institute which will appear on the ballot form. If necessary, please add an additional sheet to accommodate your details.



Institute of Management Services

CLOSING DATE FOR NOMINATIONS
5.00PM WEDNESDAY 11TH APRIL 2007

Nomination for Council of Management

Surname	Forenames	Age
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Address	Grade
Postcode	Daytime Tel:

Employer at 1 April 2007	Job Title
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Current office(s) in the Institute

Why I wish to be elected to Council (50 words max.)

Industrial/Public Service/Professional experience relating to Management Services and/or service to the Institute (150 words max.)

I hereby agree to serve on Council should I be elected thereto. The details given about Myself are true and correct in all respects

Signature: _____

Date: _____

NOMINATED BY			
Surname	Initials	Grade	Signature
1			
2			