

If you or someone you know would like a copy of this document in another language or format, please contact the Federation office.

If you require any further information or would like a chat about becoming an EC member please just contact the Federation Office

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EDINBURGH TENANTS
FEDERATION

Joining the Federation's Executive Committee

What's it all about?

Edinburgh Tenants Federation is a Scottish Charitable Incorporated Organisation (SCIO) SC048236, regulated by the Scottish Charity Regulator (OSCR).



What's this all about?

At the Edinburgh Tenants Federation (ETF) Annual General Meeting (AGM) members will elect the Federation's Executive Committee (EC). We are looking for new members to join the Executive Committee. The AGM will take place on Friday 14th June 2019 at 7pm in the BMC Club, 11 Westfield Street, Edinburgh EH11 2RB. This leaflet explains what being on the Executive Committee is all about.

About the Executive Committee

EC members are volunteers who run the Federation as an organisation. The EC meet monthly to conduct its business, members attend the Federation's General Meetings and encourage other tenants to attend and participate. There are a number of sub committees EC members can also get involved in.

The Executive Committee:

- Are the Trustees of ETF and are legally responsible for the management of the affairs of the Federation and the implementation of decisions made by the membership.
- Consists of up to 13 members nominated by an Ordinary / Corporate Member of ETF and elected at the Annual General Meeting. Members serve for up to three years.
- Is voluntary, although expenses are paid.
- Ensures that the Federation conducts its business in accordance with the constitution and legal duties of being a Scottish Charitable Incorporated Organisation (SCIO).
- Employs ETF staff.

Benefits of becoming an Executive Committee Member

There are lots of benefits and rewards to getting involved with the Federation's Executive Committee, including:

- Representing tenants and influencing policy
- Learning or refreshing skills
- Gaining a wider experience and knowledge of current housing and environmental issues
- Contact with tenants and Member Associations
- Accessing personal development and training opportunities (including training in your role as a Trustee [Executive Committee Member])
- Helping to make difference in tenants' lives.

Responsibilities

ETF is a Scottish Charitable Incorporated Organisation (SCIO). This places duties on Trustees and it is important you understand what this means before you apply to join the Executive Committee. Details of eligibility criteria are on the nomination form. If you're thinking about getting involved, please contact a member of staff at the ETF office on 0131 475 2509 or info@edinburghtenants.org.uk.

Membership

Remember, your Association needs to be an Ordinary / Corporate Member of ETF before a nomination can be considered for the Executive Committee, so make sure your Association's membership form is returned by **Friday 31st May 2019**.

Nominating an Executive Committee Member

In considering nominating a member for election to the Executive Committee, your Association should encourage those with the necessary skills, experience, enthusiasm and commitment to become representatives and serve on the Committee. What your Association needs to do:

1. Nominate a member of your Association who is willing and able to serve on the Executive Committee.
2. Fill out the nomination form and supporting statement, sign and return them to ETF by **Friday 31st May 2019**.