22 September 2017

Dear Early Education member

Nominations invited for Early Education Trustees

A number of places on the Board are coming up for election at the AGM on 10 November. There are vacancies for trustees to represent the following countries and regions.

- N Ireland (2 vacancies)*
- Scotland (1 vacancies)
- Wales (2 vacancies)*
- Midlands and East England (1 vacancy)
- North West (2 vacancies)
- North East (2 vacancies)*
- South West (2 vacancies)*
- (South East – no vacancies)

In regions marked with an asterisk above, at least one current trustee is eligible to re-stand for a second term. We are especially keen to ensure that vacancies in the North West of England are filled, as this region is currently without a representative.

Would you consider becoming a trustee, or can you think of someone you would wish to nominate?

We are looking for trustees who show:

- a commitment to the ethos, purpose and role of Early Education
- an understanding of the key Early Years policy issues across the UK
- an understanding of the needs of the Early Years workforce in general, and Early Education members in particular
- the ability to think and act strategically to further the development of Early Education

What is involved?

Trustees are elected for a term of three years. They may stand for re-election following the completion of their first three-year term but must take a break of at least two years from office following the completion of two consecutive terms of office (six years).

There are four Board of Trustees meetings annually, and trustees are expected to attend these where possible. They are normally held in London or at our offices near Watford Junction, on Fridays. It is possible to use Skype to minimise the travel burden for Trustees furthest from London. Trustees are also expected to attend the Annual General Meeting.

We are happy to discuss the role of a trustee with any employer who would need to release a member of staff from their work in order for them to complete their obligations as a trustee.

We are staunchly committed to diversity and we aim to have a board whose composition reflects that. Currently the following groups are under-represented: people from black and ethnic minority communities and men. Nominations from these groups are particularly encouraged. We would also particularly applications from people who have strong skills and experience in strategic leadership, marketing and finance/funding.

*Please note:* trustees are not able to benefit financially from the organisation in any way, so for example if you are currently an Associate you would have to resign that role before becoming a trustee. Due to potential issues of conflict of interest, and on the advice of Early Education auditors, the maximum number of consultants on the Board of Trustees at any one time is limited to three people.

**How to nominate**

A nomination form is enclosed. **Nominations close on 13 October at midday** but may be sent at any time before then. Please ensure that you have the permission of the individual who you wish to nominate. Self-nominations are permitted. Please attach a supporting statement of no more than 300 words evidencing against the trustee role description how you, or the individual that you are nominating, will contribute as a trustee of Early Education.

If we receive more nominations than vacancies, then we will organise a postal ballot which will close shortly before the AGM on 10 November 2017.

The continuing success of Early Education is reliant on strong and robust governance through its Board of Trustees. If you would like to discuss being a trustee of Early Education in more detail, please contact Beatrice Merrick, Chief Executive of Early Education on 01923 438995 or by email beatrice@early-education.org.uk.

With best wishes

Jo Armistead  
Chair of the Board of Trustees