

## NLCFN Policy on Representation and Nomination



### 1. Background

The NLCFN is regularly invited to put forward individuals to represent it on committees, working parties, projects and other groups. The NLCFN can also be asked to nominate individuals to sit on Committees, working parties, projects and other groups in an individual capacity. In addition, individual NLCFN members, in particular committee members are often approached directly to sit on such groups.

Each of these situations can provide opportunities to the NLCFN in terms of increasing its profile and extending its influence. Similarly, they can offer opportunities to individuals in terms of their profile, reputation and career development. However, there are also risks involved in individuals representing the NLCFN with other organisations.

This document clarifies the policy and expectations of the NLCFN in each of these situations.

### 2. Approaches Made to NLCFN

#### 2.1. Prioritisation

The Chair of NLCFN Committee will discuss the invitation for NLCFN representation and decide its level of priority in accordance with NLCFN objectives. Where the priority is high, every effort will be made to identify a representative. For lower priority, NLCFN will only accept the invitation if it can readily find a representative.

#### 2.2 Selection

Individuals invited by the NLCFN to represent on any group or body are acting formally on behalf of NLCFN. They are selected by the NLCFN and can be replaced / substituted by the NLCFN at any time.

Selection is based on knowledge and expertise needed for the role balanced with the need to develop a wider group of people experienced in representing NLCFN. Selection maybe through the following routes:

- Individual with known interest/expertise (e.g. via NLCFN committee)
- Request for volunteers/nominations via NLCFN mailing to the membership

#### 2.3 Expectations of NLCFN representatives

Individuals selected to represent NLCFN are expected to:

- Represent the views of the organisation, seeking input where relevant and practical in advance from other colleagues and bringing issues back to the NLCFN Executive for input and advice
- Liaise with the NLCFN Committee such that NLCFN has a record of activities it is involved with and so that broader organisational opportunities can be capitalised on where relevant on the advice of the NLCFN Committee
- Provide a short report to each NLCFN committee meeting (4 times per annum). Representatives will be sent a reminder to complete their report at least 2 weeks in advance of each NLCFN committee meeting
- Ensure formal approval is sought from the NLCFN committee for any materials, press releases or other programme where it is proposed to use the NLCFN name/logo according to the NLCFN endorsement policy. In some cases the NLCFN may wish to make a charge for endorsement or the use of a logo so a formal application to the committee will be required with appropriate

time to review the proposed resource/material. If in any doubt members should contact the Chair of the NLCFN for clarification. Where the chair of the NLCFN has concerns these should be raised with the trustees

The appointment of individuals selected to represent NLCFN will be confirmed/reviewed at NLCFN committee meetings and presented on a template. Representatives are asked to conduct themselves professional at all times, represent the views and opinions of the NLCFN and ensure that they adhere to the NLCFN code of conduct.

#### 2.4 Monitoring & reporting

Details of national groups and bodies where the NLCFN is formally represented will be included on the NLCFN website and in the annual report of the trustees.

#### 2.5 Payment of expenses & indemnity

The NLCFN wherever possible will make arrangements for travel expenses to be claimed directly from the host organisation. Where the host organisation is not willing to pay fees and expenses, the NLCFN will consider paying them at the discretion of NLCFN chair in accordance to the relative priority of the project. Any individual formally representing the NLCFN (i.e. instructed to do by the Charity) is covered by the charity's professional indemnity insurance.

### **3 Nomination of Individuals**

The NLCFN will seek permission from any individual before putting their name forward to another body or group.

The NLCFN is not able to pay locum fees (or an agreed honorarium towards loss of earnings).

Travel expenses cannot be reimbursed in situations where an individual is acting in an individual capacity and not as a representative of NLCFN. The NLCFN would however welcome feedback and updates, within the bounds of confidentiality, from the initiative, such that any relevant opportunities for the NLCFN can be capitalised on.

### **4 Approaches Made to Individuals**

Approaches made to individuals to sit on groups / bodies are the business of that individual not the NLCFN. It is, however, immensely valuable for the NLCFN in terms of intelligence and potential opportunities, (where individuals feel it is appropriate) for the NLCFN to be informed of groups / bodies that they are involved with and / or that relevant opportunities are passed onto the NLCFN via the committee. It can also be immensely valuable to the NLCFN if such individuals can support and promote the agreed views and interests of the NLCFN in such situations.

Individuals, particularly where he / she is a NLCFN Committee member should be aware that whilst they may see themselves as acting in a personal capacity, their role can be interpreted by the group / organisation as acting on behalf of the NLCFN. Individuals should therefore take responsibility for clarifying that they are not representing any organisation and encourage groups / organisations to talk directly to the NLCFN where relevant. Organisations should be advised that if they want a NLCFN representative, they should write directly to NLCFN to request that the organisation puts someone forward to represent them.

From time to time committee members may be approached by organisations for support of a particular of a particular product or initiative. Committee members should be aware that their role as a supporter could be interpreted by organisations as acting on behalf of the NLCFN. Any such enquiries for endorsement should be directed to the secretariat for formal review by the NLCFN committee according to the endorsement policy.

To protect NLCFN representatives from being harassed by commercial organisations the NLCFN will no longer publish its list of the names of representatives from the committee but instead publish on the website a list of organisations with whom the NLCFN collaborates with

Any committee members wishing to provide a personal opinion must make this clear in writing to the organisation concerned that they are not representing the opinions of the NLCFN.