

## National Council of Members and Elections

### Frequently Asked Questions

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### What is the National Council of members?

It is an elected body of co-op members. It exercises power delegated to them by the Board of Management and by the legal documents which govern the company.

The Council must:

- Represent the views of members, and of people supported by Cartrefi who may not be members.
- Promote a member led approach within the company
- Ensure that members can influence top-level plans and decisions through discussions at Local Forum meetings feeding into the Council and Board meetings
- Seek to ensure that the views of each of the three categories of membership are fairly represented at the Council and at Local forums
- Meet with the Board at least once a year and let them know member views in relation to the company's performance and plans

### How many people will sit on the National Representative Council?

14 people will sit on the Council, which is made up of the following:

- 4 co-op members who are people supported by Cartrefi
- 4 co-op members who are employees of Cartrefi
- 4 co-op members who are community supporters
- 2 trustees from the Board of Management

### What authority does the National Council of members have?

The Council can:

- Appoint the Trustees to the Board
- Approve the Terms of Reference for Local Forums, subject to approval by the Board

The Council may also have additional authority delegated to it by the Board.

### How can I stand for election?

You must be a member of Cartrefi Co-op to be eligible to stand for election.

You will need to make a Candidate Profile, which will be shared with all members of Cartrefi Co-op.

Candidate profiles should answer the following questions:

- Why do you want to stand for the National Council of Members?
- What skills can you bring to the National Council of Members?
- What experience do you have?
- What do you do in the Community?
- How will you keep in touch with the people you are representing?
- Is there anything you would like to change in Cartrefi Cymru Co-op?

If you are an employee or community supporter member you should write your profile in no more than 250 words.

Employee members will receive a nomination form via email, and Community Supporters will receive a nomination form via email or post, depending on their communication preference, this will include clear instructions on how to complete and submit your nomination form.

Your nomination form needs to be returned to the Elections Team by 27<sup>th</sup> April 2021

- By Email: [communication@cartrefi.coop](mailto:communication@cartrefi.coop)
- By Post: The Elections Team, Cartrefi Cymru Co-operative, Unit 6, Brecon Enterprise Park, Brecon. LD3 8BT

#### Where can I view member profiles standing for election?

Once all candidate profiles have been created we will send instructions on how to view them.

#### When are the elections?

Between 4th May and 18th May 2021.

#### Can I nominate someone to stand for election?

Yes, but you will need to make sure they are happy to stand for election.

#### What support is there for members that join the Council?

There are separate support officers for each membership category. They are responsible for supporting all the members in their category, including those who are elected on to the Council of members.

They will also support representatives to:

- Prepare for meeting the Board
- Meeting with the Board
- Discussing the outcome of the Board meeting
- And any other support that may be needed

The current support officers are:

Category	Support Officer	Email Address
People We Support	Chris Dodds	<a href="mailto:Chris.dodds@cartrefi.coop">Chris.dodds@cartrefi.coop</a>
Employees of Cartrefi	Julie Jenkins	<a href="mailto:Julie.jenkins@cartrefi.coop">Julie.jenkins@cartrefi.coop</a>
Community Supporters	Alys Phillips	<a href="mailto:Alys.phillips@cartrefi.coop">Alys.phillips@cartrefi.coop</a>

#### Do I need to be a Co-op member to vote?

Yes, you need to be a member to be eligible to vote in elections. Please visit your nearest Cartrefi Office, or email [communication@cartrefi.coop](mailto:communication@cartrefi.coop) to get a membership form.

#### Can I vote for all three categories of membership?

No. You are only permitted to vote for a representative in your membership category; for example, employee members will only be able to vote for an employee representative.

### Can I call at the office to vote?

Yes, the office opening hours are:

- Mon – Thursday 9am – 5pm
- Friday 9am – 4pm

### Can I vote online?

Yes, when voting opens you will be given a link to visit to place your vote.

### Can I vote by post?

Yes, postal votes will need to be returned in advance, to allow for them to be received before the deadline.

### Can I change my vote?

No, once your vote has been submitted you will be unable to change it.

### What if I need support to decide who to vote for?

Support officers can help you access correct information and help you to submit your vote. Support officers will not influence your decision.

### How long are they elected for?

The term of tenure for Council Members is two years if you are elected and one year if you are co-opted.

If you are co-opted, and no one else stands for election you can be co-opted for a further year.

If anyone stands down during their period of office, a “by-election” will be held for their seat only.

### When will the results be known?

The results will be issued on Tuesday 25th May.