

16 Melville Terrace, Stirling FK8 2NE

T: 01786 475 140 F: 01786 446 207

E: info@cosca.org.uk W: www.cosca.org.uk

**June 2023 NOTIFICATION OF VACANCIES ON COSCA’s BOARD**

COSCA (Counselling & Psychotherapy in Scotland) now seeks nominations for a vacancy on its Board of Trustees. Nominations are invited for the following Area of Interest:

* Criminal Justice

Individual members of COSCA and those working for member organisations of COSCA are eligible to be nominated for the above vacancy. Those working as counsellors, or in another role, in the prison or police services may be highly suitable to be nominated for the above vacancy. In addition, those who have a particular interest, knowledge and experience of how the criminal system in general works would also be highly suitable.

COSCA’s Board usually meets quarterly face to face in Stirling and sometimes online. Meetings are held on Monday mornings. Agreed out of pocket expenses are reimbursed. The maximum term of office is 6 years. For further information on the roles and responsibilities of Board members, please see below.

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| **Area of Interest Vacancy** | **Reason for Vacancy** | **Outgoing Member of Board** |
| 1. Criminal Justice
 | Resignation (not for re-election)  | Linda McLeod |

## COSCA Membership Eligible to Nominate Candidate(s):

The following are eligible to nominate someone for the above vacancies:

* + - Student/Counselling Skills/Associate/Counsellor (Organisations)/

 Counsellor/Practitioner/Accredited Members

* The named representative of an Organisational Member

Please find below the **Nomination of Candidate(s) to COSCA Board Form** for the above vacancy and also information on the roles and responsibilities of Board members.

Please ensure that you tick the box on this form for the area of interest vacancy that you are nominating someone for.

All COSCA members can propose a maximum of 10 candidates for an Area of Interest, provided that such candidate(s) are Individual Members of COSCA and/or workers within an Organisational Member of COSCA.

Such nominations shall be submitted on the attached ***Nomination of Candidate(s) to COSCA Board Form*** and shall be received by Brian Magee, the Company Secretary by 12 noon on **Thursday 27th July 2023**. Please note that the above form can be posted to the COSCA office or preferably sent by email to: brian@cosca.org.uk

Following the expiry of the nomination period, Brian Magee, COSCA’s Company Secretary will contact the Proposed Candidate or Proposed Candidates (as the case may be) and ascertain whether they are eligible and willing to act, unless this is already known. Where there is only one candidate in respect of the vacancy, that person shall be deemed to be the incoming member of the Board for the above Area of Interest.

Where there is more than one candidate for the Area of Interest, a Ballot Paper showing the names of those candidates will be sent to members***,*** to be returned to COSCA within 21 days of the date of sending.

The ballot result will be circulated to members and proposed for adoption at the Annual General Meeting to be held on 6th September 2023.

Brian Magee

Chief Executive, Company Secretary and Registrar

COSCA (Counselling & Psychotherapy in Scotland)

July 2023



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**NOMINATION OF CANDIDATE(S) TO COSCA BOARD 2023**

**VACANT AREAS OF INTEREST ON COSCA BOARD:**

***Please tick box***

* **CRIMINAL JUSTICE** [ ]

All COSCA members can propose a maximum of 10 candidates for each of the above Areas of Interest, provided that such candidates(s) are Individual Members of COSCA and/or workers within an Organisational Member of COSCA. A separate Nomination Form needs to be used for each vacancy.

The Proposer is asked to complete all the information required below, and return the completed form by 12 noon on 12th April 2023 to Brian Magee, Company Secretary, either by post to the above address or by email to: brian@cosca.org.uk

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| --- |
| **PROPOSER OF NOMINATED CANDIDATE: Contact Details** |
| Title: | Forename: | Surname: |
| *To propose someone, you are required to be the named representative of an Organisational Member of COSCA or an Individual Member of COSCA. Please indicate below which of these applies to you.*  [ ]  Organisational Member Membership Number:  Name of COSCA Organisational Member:  |
|  [ ]  Individual Member   Membership Number and Category: |
| Mailing Address of Proposer Post Code |
| Telephone |
| Email: |
| Signature |
| Date |

|  |
| --- |
| **NOMINATED CANDIDATE DETAILS** |
| Title: | Forename | Surname |
| *Please indicate whether the nominated candidate works within an Organisational Member of COSCA or is an Individual Member of COSCA.*   [ ]  Organisational Member Membership Number:  Name of COSCA Organisational Member:  |
|  [ ]  Individual Member  Membership Number and Category: |
| Mailing Address of Nominated Candidate:Post Code:  |
| Telephone:  |
| Email: |

|  |
| --- |
| Reason for proposing this person for nomination (no more than 25 words) |
| I confirm that I (the proposer of the nominated candidate) have spoken with the nominated candidateand he/she has agreed to be nominated for this vacancy**.** **YES** [ ] **Please note that if this box is not ticked, this nomination will not be taken forward.****Date:** |

**CLOSING DATE FOR NOMINATIONS TO BE RECEIVED BY COSCA: *12 noon on 13 July 2023***



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**COSCA (Counselling and Psychotherapy in Scotland)**

**Board Members’ Roles and Responsibilities**

**As Individuals**

COSCA’s Board needs to have individuals who:

* are Individual Members of COSCA and/or workers within an Organisational Member of COSCA
* have an interest and/or expertise in the counselling, psychotherapy and counselling skills field
* are able and willing to give time to advance COSCA and its aims
* can make recommendations on specific areas
* are well briefed on COSCA’s aims and operations
* can chair meetings
* think strategically i.e. at national level and beyond one’s area of interest
* evaluate and provide leadership for current and future initiatives, including income generation
* deal with public relations matters including relationships with political and government agencies
* recruit key members of staff and volunteers

**As a Group**

COSCA’s Board as a Group needs to:

* be informed about legal liabilities and responsibilities
* ensure that it has sufficient information to take decisions
* take governance decisions
* consider issues of policy, budget, and income generation
* strategically review COSCA’s aims and work
* set up committees with limited powers to carry out specified functions
* delegate powers to the Chief Executive and provide appropriate support
* ensure that there is a process of continual recruitment of its members
* understand that some matters are confidential and hold these as such

Brian Magee

Chief Executive

June 2023