



# Association of Directors of Public Health

## Election of ADPH President 2018 - 21

### Notice of election and call for nominations

#### Background

The current term of office of the ADPH President ends following the 2018 AGM (on 18<sup>th</sup> May 2018).

The call for nominations is now underway for the position of ADPH President, and this paper:

- describes the role and duties of the ADPH President
- provides information on: the requirements for candidature; process for submitting a nomination; and subsequent election process and timetable
- provides a self-nomination form

#### Section 1: Information on the role of ADPH President

The term of office for the ADPH President is 3 years. In this instance, the term will run from the close of the 2018 AGM (18<sup>th</sup> May) to the 2021 AGM.

Throughout their tenure the ADPH President is required to be an Ordinary member of the Association whose corporate subscription has been paid (i.e. an individual holding a post of Director of Public Health – see section 2 below for full definition of Ordinary membership).

#### Duties of the President

The President's role is one of:

- leadership of the Association - working with and supported by members of the Board, Council, Chief Executive and ADPH staff
- maintaining the profile of the Association as the collective and authoritative voice of Directors of Public Health
- leading on the presentation of the Association's views at national level (and more widely)

ADPH is a Company limited by guarantee and has applied for status as a Charity. The President is designated as a Company Director and Chair of the ADPH Board of Directors. As such the President will be required to meet the requirements placed on Company and Charity Directors.

The role carries a commitment of approximately 1.5 days per week with some flexibility around evening and weekend work. The Association currently provides a financial contribution to the President's employer to enable backfill for time spent on ADPH business. There is an expectation that candidates will have discussed this commitment with their employers.

A full job description is attached at Appendix 1.

Full details of the roles and responsibilities of other Honorary Officer posts and Council member roles can be found [here](#).

If you would like more information, or to arrange to discuss the role with the Chief Executive or current President, please contact the ADPH office on 020 7832 6944 or email [mark.hamblett@adph.org.uk](mailto:mark.hamblett@adph.org.uk)

## Section 2: Candidature and nomination process

Nominees for the post of ADPH President are required to be Ordinary members of the Association whose corporate subscription has been paid.

Nominations are made by self-nomination - with the nomination requiring the support of two other Ordinary Members (below is an extract from the ADPH Governance Framework Regulations providing full definition of Ordinary membership):

### Schedule 3 MEMBERSHIP

#### Ordinary Membership

Ordinary Membership of the Association shall be open to those holding a relevant appointment of Director of Public Health or Acting Director of Public Health and being registered as a Specialist in Public Health with an appropriate public health body (such as the Faculty of Public Health or UKPHR), as determined by the Board (hereinafter referred to as "Directors of Public Health").

For these purposes "relevant appointment" is defined as:

1. People holding a post as a "Director of Public Health" or "Public Health Director" appointed by Health Authorities, Health Boards, Local Authorities, Public Health Agencies or equivalent within the British Isles (the United Kingdom, Republic of Ireland and Crown Dependencies) and British Overseas Territories.
2. Any other person who performs like functions as determined by regulations and whose functions in the opinion of the Board equate to the role of a Director of Public Health.

A nomination form is attached to this paper.

Completed self-nomination forms (requiring the support of **two** other Ordinary ADPH members) should be:

- emailed to: [mark.hamblett@adph.org.uk](mailto:mark.hamblett@adph.org.uk); **or**
- posted to: Mark Hamblett, Business Support Manager c/ UK Health Forum, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX **or**
- faxed to: 020 7832 6921 marked: for attention of Mark Hamblett, Business Support Manager, Association of Directors of Public Health

To be received by **noon on Friday 23rd February**.

Incomplete forms or any forms received after this time will be invalid.

### Section 3: Election timetable and process

The following outlines the timetable for the Presidential election:

Call for nominations	Monday 5th February
Deadline for receipt of nominations	Noon Friday 23rd February
Notification of validated nominations received & request supporting statements	w/c 26 <sup>th</sup> February
Issue of election papers (electronic ballot)	Monday 5 <sup>th</sup> March
Close of ballot	Noon Friday 23 <sup>rd</sup> March
Announcement of result	w/c 26 <sup>th</sup> March
Induction	April-June
Take up office	Following AGM on 18 <sup>th</sup> May 2018

In the event of a contest, a ballot is run amongst all Ordinary Members.

The electronic ballot is externally and independently administered.

Candidates have an opportunity to provide written information in support of their candidature (up to a maximum of 250 words) which will be circulated electronically with the ballot papers.

Ordinary members (but not Associate members) of the ADPH in post during the period of the election are eligible to vote.

The method of voting will be by single transferable vote (STV) if appropriate.

In the event of a tied result there will be a further ballot of all Ordinary Members.

If you have any questions relating to this process, please contact the ADPH office on 020 7832 6946 or email [mark.hamblett@adph.org.uk](mailto:mark.hamblett@adph.org.uk)

**February 2018**

# President, Association of Directors of Public Health

## Job description

The President's role is one of leadership of the Association, working with and supported by members of the Board, Council, Chief Executive and ADPH staff.

ADPH is a Company limited by guarantee and a Registered Charity in England and Wales. The President is designated as a Charity Trustee, Company Director, and Chair of the ADPH Board of Directors. As such the President will be required to meet the requirements placed on Company and Charity Directors.

**Appointment:** Election amongst all Ordinary members (i.e. DsPH) through a single transferable vote process (if appropriate).

**Tenure:** The President is required to be an Ordinary member of the ADPH throughout their tenure (i.e. an individual holding a post of Director of Public Health), whose corporate subscription has been paid. The term of office is 3 years, with an opportunity to stand for a second term – with a maximum of two consecutive terms.

**Commitment:** Approximately 1.5 days per week with some flexibility around evening and weekend work. The Association currently provides a total of \*£36,000 per annum to the President's employer to enable backfill for time spent on ADPH business. There is an expectation that candidates for the post will have discussed and secured this commitment with their employers.\*[Inclusive of reasonable expenses, any applicable VAT etc.]

**Accountability:** To the Association's members through the Board and Council.

**Job purpose:** To lead the Association in achieving its stated aims through its Board, Council and staff.

**Key external relationships:** National (all UK) Public Health leaders and commentators, including politicians and media health leads.

### Principal responsibilities

- The President is designated as a Charity Trustee, Company Director and is Chair of the ADPH Board of Directors. [NB liability of individual Directors is limited to £1].
- Leadership of the Association through the Board, Council and staff.
- Maintaining a high profile on behalf of the Association and to lead on presentation of the views of the Association.

### Main duties

#### Leadership

- To Chair the Board and ensure its effectiveness and adherence to the Objects of the Association.
- To work with the Board, Council and staff to create a vision for the Association and its work.
- To liaise with the Chief Executive to ensure the Association adheres to its Objects and to Public Health principles at all times.
- Leadership of the Honorary Officers and staff in assuring the governance for the Association.

## **Advocacy**

- To develop and maintain a wide range of relevant contacts in order to advise on national policy.
- To lead a programme of high profile advice and information sharing, being both proactive in taking forward agreed ADPH policies and reactive to government, media initiatives and campaigns.
- To facilitate ADPH input into influential bodies where appropriate.
- To maintain a high profile by representing ADPH and presenting and speaking on its behalf (in line with agreed policy and collective membership views).

## **Management**

- To liaise and, if escalated by the Chief Executive, negotiate solutions with the UK Health Forum acting as host to the ADPH staff.
- To line manage the Chief Executive including appraisal and performance management and oversee their development.

**February 2018**



## Self-Nomination Form - ADPH President, 2018-21

**Nominee:**

<b>Name:</b>	<b>Job title:</b>
<b>Organisation:</b>	<b>Address:</b>  <b>Email:</b>
<p>Candidates have an opportunity to provide written information in support of their candidature, which will be circulated with ballot papers. <b>Should you wish to see a copy of the ADPH Business Plan, and an initial copy of the ADPH Impact Report, prior to completing this please contact Mark Hamblett who will provide you with copies.</b> You should insert your supporting information here – to a maximum of 250 words:</p>	

*I confirm that, by completing and submitting this form:*

- I am eligible to take on this role, as an Ordinary member of the Association of Directors of Public Health (i.e. holding a post as a DPH or equivalent – see Constitution for full definition) whose corporate subscription has been paid*
- I am aware of the requirement that the post holder must be an Ordinary member of the ADPH whose corporate subscription has been paid throughout their tenure*
- I have discussed this commitment with my employer.*

## **Supporters:**

**A nomination must be supported by two other Ordinary ADPH members.**

Please provide below details of the two Ordinary ADPH members supporting your nomination.

We will contact your supporters to validate their support of your nomination.

<b>Name:</b>	<b>Job title:</b>
<b>Organisation:</b>	<b>Address:</b>
	<b>Email:</b>

<b>Name:</b>	<b>Job title:</b>
<b>Organisation:</b>	<b>Address:</b>
	<b>Email:</b>

Thank you for completing this form.

Completed self-nomination forms (supported by two other Ordinary ADPH members) should be:

- emailed to: [mark.hamblett@adph.org.uk](mailto:mark.hamblett@adph.org.uk); **or**
- posted to: Mark Hamblett, Business Support Manager, Association of Directors of Public Health, c/o UK Health Forum, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX  
**or**
- faxed to: 020 7832 6921 marked: for attention of Mark Hamblett, Business Support Manager, Association of Directors of Public Health

To be received by **noon on Friday 23rd February, 2018.**

Incomplete forms or any forms received after this time will be invalid.