

Guidance Notes

Supporting Information

Individuals being nominated for election to the Co-operatives UK Board of Directors should provide information which will enable our members to make an informed decision of which candidate to vote for. Supporting information should provide the reader with an indication of the particular skills, experience and personal attributes that you would bring to the role. You should write in the first person and adhere to the word count of 100 words per box.

This section has been divided into three areas which align with the skills that we require a balance of across our directors. A good board is made up of individuals with a diversity of skills, experience and thought. Below is an outline of the type of skills and attributes that fall into each area:

Board Skills - This relates to the skills needed to oversee the long-term success of a co-operative including providing leadership and setting strategy, ensuring that a framework of prudent and effective controls are in place and monitoring performance at a high level. You could also refer here to your skills and experience in financial management, co-operative governance, people and performance or change management.

Knowledge/Experience of Operating Environment - This is intended to capture your experience of and passion for the co-operative movement or knowledge of our member organisations. Co-operatives UK is the network for co-operative enterprises in the UK, in some ways it is similar to a trade association. You may also have experience of effective political lobbying, campaigning, member/stakeholder engagement or partnership working.

Personal Attributes - The skills you would evidence in this section are wide ranging but could include areas like leadership, analytical thinking, communication, public speaking or negotiating. You may also have practical experience of promoting constructive challenge and a culture of openness and debate.

An example of candidate supporting information is provided overleaf for reference.

Wording provided in the 'supporting information' section will be used in its entirety, with no edits or amendments, in the primary voting communication issued by Co-operatives UK. Subject to the following: Any supporting information which exceeds the stated maximum word count or which contains factually inaccurate, offensive or potentially libellous content will be removed from the wording which is communicated to members during the election. Where necessary, candidates will be informed about the content that has been removed from their submitted wording.

In line with our elections processes, all voting communications, ballots and the online system for casting votes will list candidates in alphabetical order of surname. Candidate's first names will also be used. Regular communications will be issued to encourage members to vote in elections. If one candidate's details are listed in a communication to members, all candidates in that category will be listed to ensure fair and equal treatment.

Guidance Notes cont...

Example submission of supporting information

Board Skills

In 2014, I was appointed to the Board of Example Co-op and completed the IoD Chartered Director qualification. I chaired the Strategic Review Group which led the development and implementation of a digital strategy which grew membership by 15% and turnover by £1m. I have skills in change management and succession planning through involvement in the appointment of a new Chief Executive. I am an experienced Communications Director; roles include six years at ACME Worker Co-operative leading a high performing comms and marketing team. I also acted as a mediator in the resolution of conflict between members at ACME.

Knowledge/Experience of Operating Environment

ACME Worker Co-operative has been a member of Co-operatives UK for 17 years. During my time there I led our involvement in Co-operatives Fortnight; organising a 'celebration of co-ops' event for 12 co-ops in the local community. I was a member of the Worker Co-op Council for three years during the development of the Solidarity Fund. Whilst serving on the Board of Example Co-op, I became a peer mentor for new-start co-ops in the creative industry. I am passionate about the co-operative model having been actively involved in a range of policy campaigns to ensure fairness in regulation for Societies.

Personal Attributes

I believe in a culture of openness and honesty with success built upon a strong knowledge base. Fostering this type of working environment was a key element in developing a high-performing comms team at ACME Worker Co-operative. Having been involved in a 360-degree director appraisal at Example Co-op I am able to provide constructive feedback and engage in active debate. I am a confident speaker in the boardroom and at a lectern, with significant experience of delivering keynote presentations at national conferences. I am also an active listener, a key skill in effective mediation and conflict resolution.
