

7th August 2008



Our Ref: 1/1/8

To: Allan MacKenzie
Tim Gill
Lorraine Adams
Roy Laird

Cc: FCTU Chairperson
FCTU Council Members
FDA Representative
FC Director HR

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Edward Shephard
Secretary

Dear Colleague,

ELECTION FOR POST OF FCTU SECRETARY TIMETABLE AND CALL FOR NOMINATIONS

You will be aware from my email earlier in the week that I have decided that it is time for me to relinquish the post of FCTU Secretary; and as a consequence a replacement needs to be elected. Under the terms of paragraph 28 of our constitution (copy attached) elections to this post are made by a vote of Council members (though please note paragraph 28f of the constitution) either at an ordinary or extra-ordinary Council meeting. By agreement at yesterday's Core Group meeting this election will take place at the next ordinary meeting of the Council scheduled for 1st October.

The purpose of this letter is to outline the timetable for the election and to call for nominations.

Timetable

The timetable for the election will be as follows:

7th August	Call for nominations
3rd September	Last day for nominations to be received
10th September	Ballot list issued
1st October	Council meeting and election.

Call for Nominations

This letter therefore calls for nominations for the post of FCTU secretary. Under the terms of our constitution the following criteria apply:

- Nominees must be members of the FCTU (i.e. an FC employee who is also a member of a FCTU constituent union).
- Nominees must be proposed by their own union, and each union may nominate one candidate.
- Nominations must be sent to me in writing to be received by no later than **Wednesday 3rd September 2008.**

Other points

Some additional points that yourselves or prospective nominees may wish to bear in mind or be aware of are:

- Candidates are elected for a period of five years. (Prospective nominees should familiarise themselves with arrangements contained in Staff Notice 7 for permanent staff applying for fixed term appointments.)
- The post is fully funded by the FC for both salary and expenses, as per the terms of our Facilities Agreement and normal FC rules.
- The post is based in Silvan House (or another location subject to prior agreement with the FCTU Chairperson) and the normal public interest transfer terms and rules apply.
- The role of the Secretary is to ensure the effective delivery of FCTU business by:
 - Identifying resource requirements and being accountable to resource providers for the efficient and effective use of those resources;
 - Providing support to the Council, Core Group, DTUS, Chairperson, and departmental sub-committees;
 - Drawing to the attention of the Council, Core Group or DTUS any issues of which they need to be aware for the proper discharge of their functions;
 - Assisting in the determination of policy through the generation of effective options and the drafting of papers for consideration;
 - Acting as the main link between the FCTU, the Forestry Commission and external groups;
 - Co-ordinating and supporting the various elements within the FCTU structure, particularly between the Departmental and National levels;
 - Assisting in representing the beliefs and views of the FCTU and trade unionism to members and other internal or external groups;
 - Ensuring that effective communication exists between the Forestry Unions members and other internal or external groups;
 - Providing assistance, support, and guidance to the individual unions and representatives.
 - The post also currently has line management responsibility for one member of staff, has overall responsibility for two staff and is accountable to the FC as manager of the FCTU cost centre.

A model FJP for the post is attached but should any prospective nominees or yourselves require any further information then please do not hesitate to contact me otherwise I look forward to hearing from you by the 3rd September.

Yours sincerely



Edward Shephard