



BRITISH COMPRESSED GASES ASSOCIATION

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Guidance: Being appointed as a Technical Sub-Committee Chair of BCGA

Thank you for your interest in applying for a position as a Sub-Committee Chair and member of the Technical Committee.

About the Technical Committee

- The Technical Committee is currently made up of representatives from member companies who chair our Future Leaders Committee and 9 Technical Sub-Committees.
- The normal term of office is for three years and Committee Chairs can usually serve up to two consecutive terms or to a maximum of six years.
- The Technical Committee meets 2-3 times per year which are typically 10am-3pm.

Being appointed

- Appointments are managed by BCGA's Council.
- All applicants who have correctly followed the application and nomination process will be presented to the Council for consideration.
- The process is as follows: Candidate nomination by sub-committee members submitted to BCGA CEO, CEO and relevant staff member(s) carry out interview. Council then approve or veto decision by the CEO.
- Appointments will usually take place within six weeks of the vacancy being advertised.

Timescales

- Vacancies will be promoted to members for a four-week period and will be advertised by a minimum of one all-member email plus promotion on social media.
- Appointments will be made in a timely manner of the vacancy being advertised, taking into account business demands at the time of hiring.
- The closing date for applications will be clearly stated.

Role

The role has a role description. These are reviewed and agreed by the Council. The Council may seek specific skill sets which may be optional or a requirement for the role.

Applications and nomination process

- All eligible members, in good standing, can nominate a Member Representative to be a Sub-Committee Chair. There is no limit on how many Sub-Committees can be chaired by one person, or a representative of the same member company. However, Council may consider representation at Technical Committee level to ensure the interests of the full membership and Association is always fairly served.
- Applicants will be asked to complete a nomination/application form by the closing date.
- Those applying should use the role description and details of any specific skills the Council may be requesting to help complete their application detailing how their skills and experience match the requirements.
- Applicants will be required to include a candidate statement as part of their application which BCGA will use when advising membership about appointments.
- Each applicant must provide two references in the application form- one from their own company and one from another member company.
- BCGA Staff will arrange for all applications to be reviewed to ensure they have been properly completed. This may involve verification of any information with the candidate to be provided; the role description and any skill requirements will be used as an assessment framework when completing this review.
- Where applicants have submitted incomplete or inadequate applications, BCGA staff will advise applicants where further information is necessary. If not provided, at the discretion of BCGA CEO the applicant may be eliminated.
- All successful applicants will be notified by email.

Results

- The decision by Council will be final.
- All applicants will be made aware as soon as possible after a decision has been reached.

Announcement

The appointment will be announced to all members.

Appeals

Applicants may appeal regarding any aspect of the selection process. Appeals should be notified to the President first within one week of the final decision being made.