



BRITISH COMPRESSED GASES ASSOCIATION

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Guidance: Being appointed as a Technical Sub-Committee Vice Chair

Thank you for your interest in applying for a position as a Technical Sub-Committee Vice Chair.

About the Technical Sub-Committees

- BCGA's Technical Sub-Committees (TSC) cover various aspects of the compressed gases industry. Comprised of members who are specialists within specific areas, the TSCs provide expertise and guidance and drive best practice in the compressed gases industry.
- The TSCs work collaboratively to develop industry standards, guidance documents, and codes of practice, contributing to the safe and responsible handling of compressed gases.
- The TSCs convene regularly throughout the year and the chair of each TSC convene as the BCGA's Technical Committee, feeding into the Association's wider strategic priorities.

Being appointed

- The normal term of office for a TSC vice chair is three years and they can usually serve up to two consecutive terms or to a maximum of six years.
- Appointments are managed by BCGA's Council (Board of Directors).
- 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 interviews;
 - Council then approves or vetoes the decision by the CEO.
- Appointments typically 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

- There is a dedicated role description, which is made available as part of the advertising process.
- The role descriptions are reviewed and agreed by the Council, who 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 TSC vice chair.
- There is no limit on how many TSCs can be chaired by one person, or a representative of the same member company. However, Council may consider limiting representation at TSC level to ensure the interests of the full membership and Association are always fairly served.
- Applicants will be asked to complete and submit 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 which the applicants will 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 the 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 BCGA President within one week of the final decision being made.

If you are interested in finding out more about the position, and would like to have a conversation with either a BCGA member of staff or the current Chair of the committee for more information, please contact faye.boyd@bcga.co.uk