

Elected Council Member

Elections Information Pack

Updated – October 2026

Dear Applicant

Council Elections 2027

Thank you for requesting information about standing for a place on BASC Council, at the 2027 Council election. For 2027 there are **two** vacancies, **one** National vacancy and **one** Northern Ireland Country seat vacancy available.

In the first instance I recommend that you read the letter from the Chairman; and Council Member Role Profile included on pages 5 and 6 of this pack.

In addition to this information pack, I have enclosed the nomination, application, declaration of fitness to stand and candidate statement forms. To stand, all will need to be completed, signed; and returned to Marford Mill, marked for the attention of the Chief Executive Office. Documents can be posted or emailed to Sandra.Forkin@basc.org.uk. The deadline for returning these documents is **THURSDAY THE 31st DECEMBER 2026.** No nominations received after this date will be accepted.

The Association is regulated by the Financial Conduct Authority (FCA) and is required to meet additional regulatory requirements. Council nominees/members are to complete a fitness and propriety self-assessment; and declare any conflicts of interest using the forms included in this pack.

Please note that the nomination form needs to be signed by yourself, a proposer and seconder. Your proposer and seconder must be current BASC members. It is acceptable for a proposer and seconder to sign separate nomination forms providing that both forms have also been signed by the nominee and they are returned to BASC at the same time. **Please note that electronic scanned, signed documents will be accepted by email to Sandra.Forkin@basc.org.uk**

In addition to the candidate statement, please ensure you also include a **photograph of yourself (colour, head and shoulders shot)** that is suitable for publication, again this can be sent electronically. The information and photograph you provide will be included on BASC's website and will appear in the election article within our *Shooting and Conservation* Magazine. This highlights the role of Council and provides an overview of those members standing for election.

This information pack will provide you with an understanding of the Association, the legal duties and responsibilities of a Council member, as well as other useful information. Please ensure you have read, understood and will be able to meet the time commitments, duties and responsibilities before you apply.

Also included are copies of the Association's election policy and process, conflict of interest policy and the constitution, which outlines the objects and rules of the Association. For your information, rules 5 (g), 7 (f) and (g), specifically relate to the Council elections.

All nominations received will be checked for eligibility to stand and are then verified by the Scrutineer. Once this process is complete, I will confirm your nomination and the number of candidates who will be standing.

Postal ballot papers will be enclosed in the March/April edition of *Shooting and Conservation* which is sent to members around the **1st March 2027.** In addition, candidate information and online voting will open around the same time. The results will be announced at the AGM, which will be held on **Thursday 27th May 2027.**

Thank you once again for your interest in standing for election to BASC Council. If you have any queries, please do not hesitate to contact Sandra Forkin on 01244 573 034 or sandra.forkin@basc.org.uk.

We look forward to receiving your nomination, application form and candidate statement in due course.

Yours sincerely,



Ian Bell
Chief Executive

BASC Council, Vision, Mission and Strategic Outcomes

Vision

As the largest shooting organisation in Great Britain and Northern Ireland, BASC constantly strives to fight for sustainable shooting and conservation of the countryside.

Mission

- To promote and protect sporting shooting and advocate its conservation role throughout the United Kingdom of Great Britain and Northern Ireland.
- To represent members' interests by providing an effective and unified voice for sustainable shooting sports.
- To benefit the community by providing education, promoting scientific research and advocating best practice in firearms licensing, habitat conservation, and wildlife and game management.
- To promote the benefits of game as food.

To succeed in our mission, BASC will:

Achieve / Enhance / Exploit

BASC must create and maintain 'all party' political consensus in support of sustainable shooting sports and the conservation benefits derived from the shooting sector. Critical to success is public perception and endorsement across key opinion formers.

Protect / Sustain / Utilise

BASC must protect and enhance its credibility, financial strength and power base of members, staff and Council to build on its reputation as the UK's leading shooting and conservation organisation.

Strategic Outcomes

The following strategic outcomes combine to build success:

- **Cross-Party political support:** Consolidate and expand political support.
- **Increase membership:** Grow the number and diversity of members. Engage members in the fight for conservation & shooting.
- **Conservation:** Shooting recognised as a leading driver of practical conservation.
- **Sector–wide approach:** Ensure a pan-organisational approach supporting sustainable shooting & conservation.
- **BASC Brand:** BASC respected as the authoritative voice for shooting sports.
- **Standards:** Driving standards to guarantee sustainable shooting.

The Role of Council

Council has ultimate responsibility for the sound running of the Association and its strategic direction. For practical purposes, day to day operational matters of the Association are delegated to the Chief Executive. **Please see page 7 of this pack for details on the estimated time commitment required to undertake the role of a Council member.**

Council has various responsibilities and matters reserved for Council decision only. The main ones include:

- Setting the Association's strategy
- Assurance and oversight of operational delivery
- Determination and operation of the Association's rules
- Observance of all legal requirements including review and approval of Annual Report and Financial Statements
- Receiving the auditors' report on the accounts and the review of the management letter
- Review and approval of operational and capital budgets
- Approval of business acquisitions, disposals and leases
- Appointment of CEO and Society Secretary
- Admission and disciplinary of members
- Delegation of authority

Council comprises of elected members together with co-opted and ex-officio members. The ex-officio members comprise of the President, Chief Executive, Executive Director of Business Management (who is also the Registered Society Secretary), Executive Director of Shooting and Operations, Executive Director of Public Affairs and Communications, Executive Director of Conservation and the Country Directors for England, Scotland, Wales and Northern Ireland.

In addition, some Council members chair or are members of other committees that report directly to Council. **Appointment to these committees will require an additional time commitment, which is on a voluntary basis**. These Committees include:

- Executive and Finance Committee
- Pensions Committee
- England Committee
- Wales Committee
- Scotland Committee
- Northern Ireland Committee
- Deer Management Committee
- Wildfowling Liaison Committee
- BASC Wildlife Fund Committee
- Honours and Awards Committee

Role Profile Council Member

Our Vision
All BASC Council members and employees are expected to contribute to our vision:

As the largest shooting organisation in Great Britain and Northern Ireland, BASC constantly strives to fight for sustainable shooting and conservation of the countryside.

Role Summary
Acting collectively, each Council member will assist in the development of the strategic direction of BASC ("the Association"). Each Council member will develop the Association's annual objectives and exercise effective challenge, support and accountability in delivery of the strategy.

Each Council member needs to satisfy their fiduciary and regulatory duties, in their role as a non-executive Director of the Association. Each Council member must ensure that they act with professionalism, integrity and propriety at all times, including but not limited to, at Council meetings, fairs/ shows and on social media.

Each Council member will be required to attend BASC Council meetings, strategy sessions, AGM, any other social or members events and, where applicable, Executive & Finance and any other Committee of which they are members. Each Council member understands that decisions made at any BASC meetings are collectively binding on Council and the rest of the organisation as part of collective decision making.

Principal Accountabilities

1. Exercise collective responsibility and decision making in Council meetings, or where required outside of Council meetings on the instruction of the CEO or other member of staff, by reviewing all papers, minutes and emails ahead of attendance.

2. Agree the financials of the Association including minimum [FCA phrase] and overall budget for the Association, and oversee its implementation, revising when required.

3. Exercise effective corporate governance in line with best practice and the statutory framework for a Registered Society as adopted by BASC, including:
   - adequate preparation for Council meetings;
   - ensuring that non-attendance of Council meetings does not exceed 25% (i.e. that Council members will attend at least 75% of meetings in one calendar year);
   - maintaining a grasp of all current Council business and decisions, irrespective of actual attendance; and
   - ensuring all training and CPD is completed in good time as required by either the Association or the Financial Conduct Authority ("FCA") and to be evidenced in a personal learning log.

4. Ensure adherence to the FCA's 'Senior Managers and Certification Regime' and any other FCA rules as may apply from time to time to the Association.

5. Act in accordance with the Association's internal rules, policies and constitution as may apply from time to time to the Association.

6. Empower and challenge the CEO in the Association's delivery against the Council agreed strategic objectives, providing support and/or assistance where required by the CEO or Chair.

7. Ensure that the information presented to Council by the Executive enables Council to effectively oversee delivery against the strategic objectives and satisfy each council members fiduciary duties.

8. Keep Executive of Business Management or the Chair up to date with any personal developments which may impact ability or perceived ability to be on Council and proactively reporting on any actual or potential conflicts of interest.

9. At all times act with professionalism, integrity and propriety and to not act in any way that could compromise the Association.

Addendum - Additional Responsibilities for members of the Executive and Finance Committee.

1. Oversee the preparation of the financial year's budgets and to ensure they are placed before Council for approval ahead of the incoming year.

2. Overseeing the keeping of proper accounting records, which disclose with reasonable accuracy, at any time, the financial position of the Association and comply with the accounting requirements of the Co-operative and Community Benefit Society Act 2014.

3. Safeguarding the assets of the Association and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

4. Overseeing the preparation of the report of the executive and finance committee and financial statements, which give a true and fair view of the state of the affairs of the Association.

5. Consider and advise the Council on all financial matters relating to the Association including treasury management planning and financial policies.

6. For overseeing that the Association meets FCA legal requirements related to its regulated activities and approved status including Insurance distribution directive (IDD) and Senior Manager Certification Regime (SMCR).

7. Devolved responsibility for the Association governance arrangements and when required inform Council of ongoing compliance (at least annually) and approve any revisions.

8. Act in a disciplinary capacity under Rules 3(h) and in accordance with the procedures laid down and published from time to time by the Council for this purpose

9. Oversee and manage the legacy fund in accordance with the procedure laid down and published from time to time by Council for this purpose.

10. Consider any other matters that may, from time to time, be delegated by Council.

Person Specification Council Member

BASC actively promotes equality of opportunity so seeks a Council which is representative of its membership in terms of gender, age, ethnicity and those with a disability.

Elected Council members serve as non-executive directors of BASC and have corresponding accountabilities. While not a prerequisite, the following skills and experience are therefore advantageous in performing the role:

Role Profile: Council Member
Criteria
Beneficial Skills Capable of collective responsibility and decision making at a committee or Association level. Prior knowledge of corporate governance. Meet the required standards of the FCA's Senior Managers and Certification Regime and Insurance Distribution Directive Capable of strategy-setting and oversight of delivery against strategic objectives. Effective time management Strong communication Skills. Support the ethos of the largest shooting membership organisation in the UK in promoting sustainable shooting while practising conservation.

Experience and Commitment Required

Previous experience
Only members of the Association can stand and be a member of Council. Please ensure you meet the requirements of the role profile.

Period of office
A term of office lasts for five years after which the member retires and may stand again immediately for re-election. After a second term, the member may not stand for five years.

Induction
Newly elected members will be provided with an induction pack at the Council meeting immediately following the AGM. There will be an opportunity to visit Marford Mill for a briefing day as soon as it is practical, following the AGM.

Time Commitment, Meetings and Committees
Members are expected to attend Council meetings; in addition they may be required to serve on committees and take on other tasks and duties. Council members will be required to undertake compulsory training related to our regulatory requirements and your legal duties. It is anticipated that the time commitment to Council will be **not less than 25 days per year**. Additional duties and being a chair or member of a committee will increase the time commitment and are on a voluntary basis.

There are usually eight Council meetings a year. (However, this can alter depending on business requirements). These are usually held the last Thursday of the month, except for the Council meeting which occurs after the AGM (if required), which is held between the 15th May and 15th July.

Council meetings usually start at 9am on the Thursday and finish around 2:30pm. The Executive and Finance Committee is held either the afternoon after Council or the afternoon of the day before. This varies due to the work pattern of the committee.

Meeting	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Council		X	X		X		X		X	X	X	
Executive & Finance Committee		X	X		X		X		X	X	X	

By default, Council and Executive and Finance Committee meetings take place at Marford Mill. In certain circumstances, the chairman may decide to hold a Council meeting remotely or, by exception, to permit a Council member to join a routine Council meeting remotely.

Accommodation and evening meals are provided for Council members the night before a Council meeting. Therefore, to attend the Council meeting, Council members are likely to have to travel the day before and return home late the next day. Where possible, compulsory training and other meetings such as strategy development will be coordinated around the Council meeting. In these instances, Council members may be required to stay and be offered additional nights' meals and accommodation.

An elected member of Council may be invited to join/chair other committees or undertake other business on behalf of the Association or Council. Where possible the Association will seek the use of electronic communication methods such as email and Microsoft Teams to undertake business. However, you will likely be required to attend some meetings in person.

In addition, Council members are encouraged and occasionally required to attend road shows and other BASC events in their area.

Other Useful Information

Expenses and Allowances
Reasonable travel, subsistence and accommodation expenses are reimbursed in accordance with HMRC rules and BASC's own policies. (You will be provided with copies of these policies as part of your induction if you are elected).

Most Council meetings are held on weekdays, so members must be able to take time off during normal business hours.

Currently the allowance for attending a Council meeting is £350. This allowance, in accordance with HMRC rules, is payable through the payroll process and is subject to PAYE deductions.

Office-holder positions such as Chairman, Vice-Chair and Chairman of Executive and Finance Committee receive an honorarium for the additional responsibilities and duties involved.

No allowance is payable for attending Committees (except for the Executive and Finance Committee which has an additional allowance), any other meetings, or events. However, reasonable expenses for attending an approved committee, meetings and events can be claimed.

Workload
Elected Council Members will receive a regular stream of reports and minutes of meetings for information purposes. You will not be required to comment on them all (unless you have specific points to raise) but you will be expected to have read them for reference at future meetings of the Council. Council members will also be expected to respond to out of meeting approvals and decisions making requests on a timely basis (usually within two weeks, unless urgent). Note that any additional committee responsibilities will increase this workload.

E-Mail
Every Council member will be provided with a BASC email address and access to that email account via the internet/their BASC iPad. The majority of business outside of Council will be done via your email account or the Council SharePoint site. All elected Council members are expected to regularly check their email account. Full training will be provided if required once elected.

Working with the rest of the team
A member of Council must be a good team player with a constructive approach. The Council comprises of elected members together with co-opted members and ex-officio members.

A member will be expected to work as part of this team as well as with other staff and volunteers in furthering the aims and objectives of the Association.

Insurance
The Association has directors' and officers' liability insurance, and it will be maintained for the full term of office. You will be provided with details of this insurance after election if you are successful.