



**HASSRA [Insert Region]
Committee of Management
Prospectus _____ - _____**

Thank you for expressing an interest in joining the HASSRA [Insert Region] Regional Committee. The serving committee members work extremely well together as a team, recognising and using each others talents and skills whilst acknowledging differing capabilities.

We hope this prospectus gives you an insight into HASSRA [Insert Regions] and the roles and responsibilities of a committee member.

Background to HASSRA [Insert Region]

HASSRA [Insert Region] is one of twelve associations making up National HASSRA. The full list of associations is currently:

East of England, East Midlands, Fylde, London, North East, North West, Scotland, South East, South West, Wales, West Midlands and Yorkshire & the Humber.

The majority of HASSRA [Insert Region] members work for DWP, Department of Health and their related agencies (i.e. Jobcentre Plus; Pension Service and CMEC). However, we also have members who work for Fujitsu; Capita; ATOS Origin and Balfour Beatty Workplace. As well as our working members, we also have a large number of Retired members, many of whom still take an active part in HASSRA activities.

The Association enjoys a very active representation in sports and leisure activities, both at Regional and National levels. Competitors for National Events are usually selected from the winners of the Regional competitions, although we do reserve the right for the Regional Organisers to nominate members, after discussion with the relevant competition organiser.

Activities at Regional level are controlled by the committee. There is also a large network of Volunteers who organise and run Regional Events.

Expectations

As a member of the Regional Committee you will be expected to attend the quarterly meetings as well as the Annual General Meeting. You will also be asked to serve on one of our Sub-Groups which are currently

You may be asked to help in the organisation of Regional or National Events, with the support of the other committee members.

It is essential that you are interested and committed to HASSRA [Insert Region]. You must be both proactive and reactive and be able to provide support for your colleagues on the Committee at all times.

In return, the Committee will:

- exhibit teamwork and collective responsibility;
- offer guidance and advice; **and**
- be there to support and help fellow members when needed.

And finally.....

By reading this, we hope you will have got a taste for what will be required of you, should you decide to pursue election to the committee. You will discover that there is a very good team of dedicated individuals involved in the management of HASSRA [Insert Region], who work hard to serve the needs of our members.

We do hope that you decide to pursue election. You will need to complete the attached pen picture proforma and the nomination form below, and ask two members of your local club committee to propose and second your nomination.

If you intend to stand for election you should return your completed form by email to _____ **by** _____.

The election will take place at the HASSRA [Insert Region] Annual General Meeting on _____ at _____.

Yours sincerely

HASSRA [Insert Region] Regional Committee

(Regional Committee Elections _____)

(To be returned by _____)

Name of Nominee:

Official Address (Home Address for Retired Members):

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We confirm that we are current members of HASSRA [Insert Region] and wish to nominate the above named person for the _____ HASSRA [Insert Region] Regional Committee. We confirm that this person is a current member of HASSRA [Insert Region]:

Proposer: **Signature:**

(BLOCK CAPITALS)

Official Address:

Seconder: **Signature**

(BLOCK CAPITALS)

Official Address:

I confirm that I am the person nominated above and I am willing to accept the office if elected.

Signed: **(Nominee)**

Date:

Pen Picture

Thank you for taking the time to read this prospectus. If you are interested in being re-elected or nominated for the HASSRA [Insert Region] Regional Committee, please complete the Pen Picture and return it with your nomination form.

Name:

Experience within HASSRA

Local:

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Regional:

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National:

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Other Information:

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