



### WRAN UK Annual General Meeting (AGM) Nomination Form (BLOCK CAPITALS ONLY)

Name:							
Address							
Phone Number:	Landline:				Mobile:		
Email:							
Positions I wish to nominate ( <b>please tick below ✓</b> ): [Please write the Nominee Name in the box provided]							
<b>CHAIRPERSON</b>		<b>SECRETARY</b>		<b>TREASURER</b>		<b>SOCIAL&amp;WELFARE</b>	
<p>I declare that I/nominee is not disqualified from contesting and that:</p> <ul style="list-style-type: none"> <li>• I/nominee can manage and administer our individual affairs</li> <li>• I/nominee do not have an unspent conviction relating to any offence involving deception or dishonesty;</li> <li>• I/nominee do not have an undischarged bankrupt nor have made a composition or arrangement with, or granted a trust deed for, my creditors (ignore if discharged from such an arrangement)</li> <li>• I/nominee has not underperformed in a previous executive role or been removed from the office of a charity or other association/group or by an Order made by the Charity Commissioners or the High Court, on the grounds of any misconduct or mismanagement.</li> <li>• I/nominee is not subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing I/nominee from being concerned in the management or control of any relevant organisation or body.</li> <li>• I/nominee is not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000.</li> <li>• I/nominee is not disqualified under the Protection of Vulnerable Adults List.</li> </ul>							

I confirm that I have read the above checklist and all of the information I have provided is correct.

Signature:

Date:

**Please return this form to the Secretary by ..... at:**  
 Ghana Union, 12 Finspace, 225-229 Seven Sisters Road, London N4 2DA  
or [info@ghanaunion.org.uk](mailto:info@ghanaunion.org.uk)



## WESTERN REGION ASSOCIATION OF NURSES-UK EXECUTIVE ROLES & RESPONSIBILITIES

All executive roles are voluntary. It is an essential criterion for executives to possess qualities that would enable them function effectively and efficiently. For the purposes of confidentiality executives must hold email account in their own name. All executives must be well verse in the precepts and activities of WRAN-UK and offer pastoral services.

**Qualities** - Good communication skills, eloquent speaker, self-discipline, affable, proactive, innovative, dynamic, flexible, reliable, respectful, respectable responsible, trustworthy, work under pressure, receptive to feedback and suggestions.

The Chairman/Vice chairman roles and responsibility	General Secretary/secretary roles and responsibility
<ul style="list-style-type: none"> <li>Accountable for the administration of WRAN-UK and its activities based stipulated in WRAN constitution.</li> <li>Head of the advisory will coordinates/chairs meetings at both executive and advisory level strategic planning, implementing and evaluating activities for the growth of the association</li> <li>Holds discretionary powers over vote and crises management.</li> <li>Supervise and offer preceptorship at the executive level and offer holistic support to WRAN members</li> <li>Offer expert advice on career and personal development and must be abreast with information on research and developments in nursing</li> <li>Raise the profile of WRAN-UK, affiliate with other nurses' association and boards locally and internationally</li> <li>Computer literate with a flair in using excel, spreadsheet and social media pertinent to the association.</li> <li>Responsible for updating WRAN website</li> <li>Alternate regional meeting attendance</li> <li>Signatory to WRAN bank account</li> <li>Vice reports to chairman and assists in chairman's role</li> </ul>	<ul style="list-style-type: none"> <li>Accountable to chairman and represented at advisory level</li> <li>Stores all internal and external communications, minutes, and dealings of the association</li> <li>Works closely with the chairman and secretary in coordinating the administrative affairs of the association</li> <li>Expert on taking minutes, writing minutes in all meetings and disseminating information promptly up/down the ranks through e-mails and other ratified sources of communication.</li> <li>Knowledge in governance, data protection, ethical and corporate issues and human resource</li> <li>Keeps a register of meeting attendance and other social events as well as inform members verbal or in writing when behind with attendance requirement</li> <li>Raise the profile of WRAN and network with other nurses' association and nursing boards (RCN.GNA, Universities) locally and internationally</li> <li>Expert advice on career and personal development and up to date developments in nursing</li> <li>Computer literate with flair in using excel, spreadsheet and social media pertinent to the association.</li> <li>Vice secretary assists the general secretary role</li> </ul>
Financial Secretary/treasurer roles and responsibility	Social Welfare and Chaplaincy roles and responsibility
<ul style="list-style-type: none"> <li>Reports to chairman and represented at advisory level.</li> <li>Oversee the financial state of WRAN-UK and maintains and update the financial records of the association</li> <li>Works with treasurer to prepare and present association income and expenses at all meetings</li> <li>Audit WRAN account quarterly in ensuring WRAN keeps within the budget in positive balance</li> <li>Expert advice to advisory in view of investment and fundraising venture</li> <li>Inform members verbal and in writing when behind with contributions</li> <li>Computer literate with a flair in using excel, spreadsheet and social media pertinent to the association.</li> <li>Signatory to WRAN bank account</li> <li>Treasurer shall assist the financial secretary</li> </ul>	<ul style="list-style-type: none"> <li>Reports to the chairman and represented at advisory level</li> <li>One representation as spiritual lead</li> <li>Mobilise all social activities and development forums of the association including AGM, convening meetings, outings and charitable events, catering, travel etc</li> <li>Well verse in economics, legal and ethical issues appropriate to WRAN and must be politically astute</li> <li>Liaise with financial secretary for budgetary reasons</li> <li>Shared responsibility for updating WRAN website</li> <li>Expert counselling to afflicted members on personal/ work-related issue and strategies to overcome</li> <li>Cascade celebrations, bereavement and other welfare related information to members</li> <li>Be discreet and hold members information in strict confidence</li> <li>Visit and maintain contact with members who have acute/chronic health and other welfare related matters including transition for and during retirement/relocation</li> </ul>

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