

LCA Committee Member Guidelines



The LCA Management Committee is responsible for the day-to-day business of the LCA under powers delegated by the Directors of Legionella Control Association Limited.

The role of the LCA Management Committee is to direct responsibly the work of the LCA and to further the aims and objectives of the LCA in accordance with the rules, byelaws and procedures of the LCA.

The composition of the LCA Management Committee is:

- Four individuals nominated by founding body the Water Management Society (WMSoc)
- Four individuals nominated by founding body the British Association of Chemical Specialities (BACS) Water Treatment Group
- Four elected independent individuals from LCA registered member companies
- Up to two invited individuals from the health and safety regulatory authorities

Nominations to LCA Committee

The nomination process for LCA Management Committee Members from the founding bodies and election process for Independent Members are described in the LCA Byelaws. All LCA Management Committee Members must give prior consent of their willingness to serve on the Committee.

Attendance

The LCA Management Committee generally meets every 2 months. Meetings are held in Fazeley at the LCA offices (Sat nav reference is B78 3QD). Regular attendance is expected, appreciated and monitored. Dates for future meetings are in the minutes. The LCA Committee meets at 10am prompt.

LCA Committee Members are also expected to attend and participate in LCA events such as the Training Day and Open Day. Committee Members are not entitled to any fees for attendance at or participation in LCA Committee meetings and events.

LCA Committee Members serve for an initial period of (3) years but are eligible for re-nomination in accordance with the LCA Byelaws.

LCA Officers

The Members and Directors of Legionella Control Association Limited are drawn from the LCA Management Committee Members as well as the Chairman, Vice-Chairman, Honorary Treasurer and Honorary Secretary of the Management Committee. LCA Management Committee Members must be willing in principle to serve as an Officer of the LCA commensurate with the needs of the LCA and their own circumstances and skills.

All Officer and Committee Member positions are non-remunerative. Travel and accommodation expenses incurred directly on LCA business are re-imbursable upon request and approval.

Sub Committee Participation

Committee members are expected to join and contribute to sub committees whenever requested. Sub committee meetings will usually be at Fazeley but can be conducted by telephone conference call when appropriate. Typical sub-committee activities include:

- LCA Standards for Service Delivery
- Complaints and Disciplinary matters
- Publicity
- Technical liaison with HSE or other regulatory bodies
- LCA structure and planning

Commitment and Confidentiality

All LCA Committee Members must be committed to the aims and objectives of the LCA and act in the best interests of the LCA and its member companies at all times. The discussions and deliberations of the LCA Management Committee are confidential and not to be divulged unless otherwise agreed by the Directors or Committee.

April 2018

Nominations for Independent Members of the LCA Management Committee for 2018-2021

Nominations are invited from individual representatives of LCA registered member companies to serve on the LCA Management Committee as an elected Independent Member.

The composition of the LCA Management Committee is:

- Four individuals nominated by founding body the Water Management Society (WMSoc)
- Four individuals nominated by founding body the British Association of Chemical Specialities (BACS) Water Treatment Group
- Four elected independent individuals from LCA registered member companies
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NOMINATION PROCESS

- Nominations are invited from individual representatives of LCA registered member companies on the following basis:
- Nominated individuals must be employees of a LCA registered member company or have a formal representation contract with a registered company.
- The LCA member company must be currently registered and successfully re-register in July 2018.
- The nominee must have the consent of his employer and, if elected, be willing to serve for (3) years on the LCA Management Committee from 2018 to 2021.
- No LCA member company can have more than (1) individual on the LCA Management Committee at any one time.
- All individuals nominated by their company must also be proposed to stand for election to the LCA Management Committee by (2) other LCA member companies in good standing.
- All nominees standing for election are required to provide a brief synopsis of their career in legionella control and objectives for wanting to sit on the LCA Management Committee for the information of all other LCA members.
- In the event of more nominations than vacancies for independent members there will be a postal or electronic vote open to all LCA member companies.
- Each member company is entitled to vote on the official Voting Form for as many candidates as there are vacancies. The successful candidates will be those with the most aggregate votes.
- Only (1) Voting Form per member company is allowed.
- The ballot for elected independent members will be held at least (14) days before the LCA Annual General Meeting (AGM) and the results announced at the AGM.

April 2018

Nominations for Independent Members of the LCA Management Committee for 2018-2021

NOMINATION FORM

Please return completed nomination forms before 1st July 2018 to the LCA office, via or email: admin@legionellacontrol.org.uk or fax: 01827 250 408.

A. Details of Candidate

Name: _____

Company Name / Employer: _____

Title / Position: _____

Brief synopsis of career in legionella control and objectives for standing for the LCA Management Committee: _____

B. Nomination proposed by (2) other LCA registered members

Company Name: _____

Contact: _____

Signature: _____ Date: _____

Company Name: _____

Contact: _____

Signature: _____ Date: _____

C. Candidate Statement

I confirm I am willing to stand for election as an independent member of the LCA Management Committee for 2018-2021 and have the consent of my employer for this nomination. I agree to abide by the election procedure for independent members of the LCA Management Committee and, if elected, to use my best efforts to further the aims and objectives of the LCA.

Signature: _____ Date: _____