

EUROPEAN MOVEMENT UK

Chair – profile

The European Movement UK elects five principal Office Bearers, to lead its governance function, serving as non-executives on its Board and working with our Chief Executive and professional staff. These five are the Chair, two Vice Chairs, Treasurer and Secretary.

Being a member of the Officer team of our proactive Movement – which focuses on crucial questions about the nation’s future and punches well above its weight – is an opportunity to contribute, lead and be close to the top of our political thinking and strategy setting.

The Chair acts as an ambassador for the Movement as well as taking a lead role in our governance, facilitating debate around and development of strategy. In conjunction with the President(s), Chief Executive and other spokespeople, the Chair plays a leading part in articulating the Movement’s strategy and campaigns both internally and to the wider public.

| | |
|----------------------------|--|
| Remuneration: | Expenses only, this is a voluntary position. A lump sum expense allowance of £10,000 pa (taxed at source) is available if required |
| Term: | The five Office Bearers are elected by the Movement’s members for a 2 year term, which can be renewed twice. Those elected this year will take office at the end of EMUK’s AGM on 15 November 2025 and will serve until the AGM in or around November 2027. |
| Time commitment: | Preparation for and attendance at: <ul style="list-style-type: none"> • Board meetings (max 8 a year, currently Tuesday evenings) • Council meetings (max 6 a year, usually weekday evenings) • The AGM (in November on a Saturday afternoon) • Other meetings and events as needed • Time outlay (potentially infinite) should be able to be capped at around 7 hours pw on average – more being discretionary |
| Location: | Flexible – all governance meetings are accessible on video link |
| Deadline: | Applications with CV invited by 9 October 2025 at 12 noon. To apply, contact: governance@europeanmovement.co.uk with a statement setting out what you can bring to the role. |
| Interviews: | Prior to the elections, the Board will establish an impartial panel to interview applicants. The Board may approve or reject an application (subject to a right of appeal to a panel convened for this purpose). It <u>may</u> make a recommendation to the membership indicating which candidate(s) it considers to be most qualified. |
| Elections: | Nomination deadline (post interview) 31 October – 12 noon. |
| Nomination process: | An applicant must be a member of European Movement UK as at the nomination deadline. They do not need to be a member of the Council at the time of their application, but they must be nominated by at least five serving members of the Council. (If this requirement presents any difficulty please contact the email address above for advice.) |

The role of Chair

Members of the Board have ultimate responsibility for the financial affairs of the Movement, ensuring that it is solvent and well run, and delivering the objects for which the organisation is constituted. The elected Chair combines an internal leadership role – enabling the professional staff to develop and frame, and the members to debate and determine – the Movement’s strategic direction; with an external advocacy role – representing the Movement and its agreed strategy, policies and campaigns in the media and to political, diplomatic and professional audiences.

Oversight of:

- The **evolution** of the Movement’s mission and priorities
- The appointment, remuneration and work of the **Chief Executive** in leading the execution of the Movement’s mission – supporting, guiding and advising as needed
- The working relationship between the Movement’s membership and **staff**
- **Internal communications** within and between the Board, staff and wider Movement

Responsibility for:

- **Chairing the Board**, in an inclusive and empowering way, developing it as a team
- Working with the Secretary, Chief Executive and staff to ensure that the Board and Movement **function effectively**, within the Constitution and law
- **Chairing General Meetings** ensuring they are democratic, inspiring and effective, in accordance with the Constitution and law
- Chairing the **Council**, assisting its Convener in framing its agenda, reporting to it on behalf of the Board, and taking its public policy resolutions back to the Board / staff for action
- **Speaking** at the Movement’s events, to inspire members and engage target audiences
- **Visiting** the Movement’s local groups, motivating their leaders and members
- Representing the Movement effectively in the **media** as required and on public platforms
- Liaising with the CEO on the Movement's organisation, providing **support** as appropriate
- Supporting the Movement’s **fundraising, membership and growth** initiatives
- Maintaining a cordial relationship with leaders of **other** pro-European organisations
- Being a Board **Director** of the company, fulfilling all general and fiduciary responsibilities
- Commitment to actively improving the **diversity and inclusion** of the Movement

Person specification – skills and experience

- Understanding the governance role and responsibilities of a non-executive Chair in a large membership organisation
- Strong communication, public speaking, and ideally media skills and experience
- Commitment to and familiarity with grassroots campaigning as well as top-level advocacy
- Commitment and ability to reach and engage young people
- Strong interpersonal skills, diplomacy and team player mentality
- Ability to work in an empowering way that advances diversity and inclusion
- Organisational ability and reliability
- Commitment to the pro-Europe cause, familiarity with the Movement, its history and work
- Commitment and ability to work on a cross party, inclusive and impartial basis
- Strong political judgement, ideally with contacts around the UK and in Europe

We are actively seeking to improve the diversity of the Movement and would particularly welcome applications from candidates who are black or from an ethnic minority community, disabled people, women and LGBTQIA+ people.

EUROPEAN MOVEMENT UK

Vice Chair profile

The European Movement UK elects five principal Office Bearers, to lead its governance function, serving as non-executives on its Board and working with our Chief Executive and professional staff. These five are the Chair, two Vice Chairs, Treasurer and Secretary.

Being a member of the Officer team of our proactive Movement – which focuses on crucial questions about the nation’s future and punches well above its weight – is an opportunity to contribute, lead and be close to the top of our political thinking and strategy setting.

The Vice Chairs support the Chair on internal governance and in articulating our strategy and campaigns internally and to the public. The three may also agree between them that each Vice Chair will lead oversight and scrutiny of some discrete element of the Movement’s work, such as policy, membership development, fundraising, campaigns or communications.

| | |
|----------------------------|---|
| Remuneration: | Expenses only, this is a voluntary position. A lump sum expense allowance of £3,000 pa (taxed at source) is available if required. |
| Term: | The five Office Bearers are elected by the Movement’s members for a 2 year term, which can be renewed twice. Those elected this year will take office at the end of EMUK’s AGM on 15 November 2025 and will serve until the AGM in or around November 2027. |
| Time commitment: | Preparation for and attendance at: <ul style="list-style-type: none"> • Board meetings (max 8 a year, currently Tuesday evenings) • Council meetings (max 6 a year, usually weekday evenings) • The AGM (in November on a Saturday afternoon) • Other / ad hoc meetings and events as needed • Time outlay (potentially infinite) but c.1.5 hours pw average |
| Location: | Flexible – all governance meetings are accessible on video link |
| Deadline: | Applications with CV invited by 9 October 2025 at 12 noon. To apply, contact: governance@europeanmovement.co.uk with a statement setting out what you can bring to the role. |
| Interviews: | Prior to the elections, the Board will establish an impartial panel to interview applicants. The Board may approve or reject an application (subject to a right of appeal to a panel convened for this purpose). It <u>may</u> make a recommendation to the membership indicating which candidate(s) it considers to be most qualified. |
| Elections: | Nomination deadline (post-interview) 31 October – 12 noon. |
| Nomination process: | An applicant must be a member of European Movement UK as at the nomination deadline. They do not need to be a member of the Council at the time of their application, but they must be nominated by at least five serving members of the Council. (If this requirement presents any difficulty please contact the email address above for advice.) |

The role of Vice Chair

Members of the Board have ultimate responsibility for the financial affairs of the Movement, ensuring that it is solvent and well run, and delivering the objects for which the organisation is constituted. The two Vice Chairs support the Chair on both internal governance and in articulating the Movement's agreed strategy and campaigns internally and to the wider public. They also deputise for the Chair as needed.

Supporting the oversight of:

- The **evolution** of the Movement's mission and priorities
- Enabling the professional staff to develop and frame, and the members to debate and determine – the Movement's **strategic direction**
- The **effective working** and good governance practice of the Movement
- **Internal communications** within and between the Board, staff and wider Movement

Responsibility for:

- **Deputising** for the Chair at Board meetings when needed, helping in an inclusive and empowering way to develop it as a team
- Working with the Chair, Secretary, Chief Executive and staff to ensure that the Board and Movement **function effectively**, within the Constitution and law
- **Deputising** for the Chair at General Meetings, helping ensure that they are democratic, inspiring and effective, in accordance with the Constitution and law
- Attending meetings of the **Council**, supporting the Chair in reporting to it on behalf of the Board, and taking its public policy resolutions back to the Board and staff for action
- **Speaking** at the Movement's events, to inspire members and engage target audiences
- **Visiting** the Movement's local groups, motivating their leaders and members
- Representing the Movement effectively in the **media** as required and on public platforms
- Liaising with the CEO on the Movement's organisation, providing **support** as appropriate
- Supporting the Movement's **fundraising, membership and growth** initiatives
- Maintaining a cordial relationship with leaders of **other** pro-European organisations
- Being a Board **Director** of the company, fulfilling all general and fiduciary responsibilities
- Commitment to actively improving the **diversity and inclusion** of the Movement

Person specification – skills and experience

- Understanding the governance role and responsibilities of a non-executive in a large membership organisation
- Strong communication, public speaking, and ideally media, skills and experience
- Commitment to and familiarity with grassroots campaigning as well as top level advocacy
- Commitment and ability to reach and engage young people
- Strong interpersonal skills, diplomacy and team player mentality
- Ability to work in an empowering way that advances diversity and inclusion
- Organisational ability and reliable personality
- Commitment to the pro-Europe cause, familiarity with the Movement, its history and work
- Commitment and ability to work on a cross party, inclusive and impartial basis
- Strong political judgement

We are actively seeking to improve the diversity of the Movement and would particularly welcome applications from candidates who are black or from an ethnic minority community, disabled people, women and LGBTQIA+ people.

EUROPEAN MOVEMENT UK

Secretary – profile

The European Movement UK elects five principal Office Bearers, to lead its governance function, serving as non-executives on its Board and working with our Chief Executive and professional staff. These five are the Chair, two Vice Chairs, Treasurer and Secretary.

Being a member of the Officer team of our proactive Movement – which focuses on crucial questions about the nation’s future and punches well above its weight – is an opportunity to contribute, lead and be close to the top of our political thinking and strategy setting.

The Secretary plays a lead role in shaping the Movement’s agenda, ensuring that Board and general meetings function smoothly and that the Movement acts in accordance with its constitution and values, and company and any other relevant legislation or regulations.

| | |
|----------------------------|---|
| Remuneration: | Expenses only, this is a voluntary position. A lump sum expense allowance of £3,000 pa (taxed at source) is available if required. |
| Term: | The five Office Bearers are elected by the Movement’s members for a 2 year term, which can be renewed twice. Those elected this year will take office at the end of EMUK’s AGM on 15 November 2025 and will serve until the AGM in or around November 2027. |
| Time commitment: | Preparation for and attendance at: <ul style="list-style-type: none"> • Board meetings (max 8 a year, currently Tuesday evenings) • Council meetings (max 6 a year, usually weekday evenings) • The AGM (in November on a Saturday afternoon) • Other ad hoc meetings and events as needed • Time outlay (potentially infinite) maybe c.2 hours pw average |
| Location: | Flexible – all governance meetings are accessible on video link |
| Deadline: | Applications with CV invited by 9 October 2025 at 12 noon. To apply, contact: governance@europeanmovement.co.uk with a statement setting out what you can bring to the role. |
| Interviews: | Prior to the elections, the Board will establish an impartial panel to interview applicants. The Board may approve or reject an application (subject to a right of appeal to a panel convened for this purpose). It <u>may</u> make a recommendation to the membership indicating which candidate(s) it considers to be most qualified. |
| Elections: | Nomination deadline (post interview) 31 October – 12 noon. |
| Nomination process: | An applicant must be a member of European Movement UK as at the nomination deadline. They do not need to be a member of the Council at the time of their application, but they must be nominated by at least five serving members of the Council. (If this requirement presents any difficulty please contact the email address above for advice.) |

The role of Secretary

Members of the Board have ultimate responsibility for the financial affairs of the organisation, ensuring that it is solvent and well run, and delivering the objects for which the Movement is constituted. The elected Secretary will ordinarily be appointed as **Company Secretary**, taking responsibility for ensuring that Board and general meetings function smoothly and that the Movement acts in accordance with its constitution, company law and any relevant legislation or regulations, assuring and advising the Board accordingly.

Oversight of:

- The work of the Movement's **governance staff**
- Proper **records** of Board and general meeting decisions being kept
- Internal **communications** within the Board, and between the Board and wider Movement
- Robust **administrative policies** being maintained and followed, including in regard to employment and HR, office management, data protection, insurance and whistleblowing.

Responsibility for:

- Filing or ensuring that staff file in a timely way at **Companies House** annual accounts, Director appointments, constitutional changes and confirmation statements
- Ensuring that the **Board** functions smoothly, in accordance with the Constitution and law, advising the Chair and liaising with the Chief Executive and governance staff
- Ensuring that the **AGM** functions smoothly, in accordance with the constitution and law
- Preparing or ensuring that staff **prepare agendas**, make meeting arrangements, take minutes and keep records
- Distributing or ensuring that staff **distribute notices**, agendas, minutes etc as required
- Tracking **action points** and matters arising from Board and general meeting resolutions
- Liaising with, and monitoring the decisions of, the EMUK **Council** and adding relevant matters to the Board's agenda
- Ensuring that the Movement **complies** with its Constitution, electoral law, company law and any other relevant legislation or regulations
- Recruitment and **appointment of the CEO**, including their terms and conditions
- Working with the CEO and staff to provide or procure induction, **advice and training** on governance practice and legal matters to Board Directors and other Movement officers
- Liaising with the CEO on the Movement's organisation, providing **support** as appropriate
- **Supporting** and advising the staff on any issues with administrative / legal consequences
- Being a Board **Director** of the company, fulfilling all general and fiduciary responsibilities
- Commitment to actively improving the **diversity and inclusion** of the Movement

Person specification – skills and experience

- Understanding the governance role and responsibilities of a non-executive in a large membership organisation
- Experience in a relevant administrative role, either in management or oversight
- Qualification in, or good knowledge of company and other relevant legislation / regulation
- Experience in committee procedures, agenda setting, minute taking and record keeping
- Working knowledge of Microsoft Office and other relevant systems and software
- Strong communication and interpersonal skills and a team player mentality
- Organisational ability and reliability
- Commitment to the pro-European cause

We are actively seeking to improve the diversity of the Movement and would particularly welcome applications from candidates who are black or from an ethnic minority community, disabled people, women and LGBTQIA+ people.

EUROPEAN MOVEMENT UK

Treasurer – profile

The European Movement UK elects five principal Office Bearers, to lead its governance function, serving as non-executives on its Board and working with our Chief Executive and professional staff. These five are the Chair, two Vice Chairs, Treasurer and Secretary.

Being a member of the Officer team of our proactive Movement – which focuses on crucial questions about the nation’s future and punches well above its weight – is an opportunity to contribute, lead and be close to the top of our political thinking and strategy setting.

The Treasurer plays the lead role in monitoring our financial and related business matters and may also play a part in fundraising and engaging with the business community.

| | |
|----------------------------|---|
| Remuneration: | Expenses only, this is a voluntary position. A lump sum expense allowance of £3,000 pa (taxed at source) is available if required. |
| Term: | The five Office Bearers are elected by the Movement’s members for a 2 year term, which can be renewed twice. Those elected this year will take office at the end of EMUK’s AGM on 15 November 2025 and will serve until the AGM in or around November 2027. |
| Time commitment: | Preparation for and attendance at: <ul style="list-style-type: none"> • Board meetings (max 8 a year, currently Tuesday evenings) • Council meetings (max 6 a year, usually weekday evenings) • Audit Committee meetings (4 – 5 a year, late afternoons) • The AGM (in November on a Saturday afternoon) • Other ad hoc meetings and events as needed • Time outlay (potentially infinite) maybe c.2 hours pw average |
| Location: | Flexible – all governance meetings accessible on video link. |
| Deadline: | Applications with CV invited by 9 October 2025 at 12 noon. To apply, contact: governance@europeanmovement.co.uk with a statement setting out what you can bring to the role. |
| Interviews: | Prior to the elections, the Board will establish an impartial panel to interview applicants. The Board may approve or reject an application (subject to a right of appeal to a panel convened for this purpose). It <u>may</u> make a recommendation to the membership indicating which candidate(s) it considers to be most qualified. |
| Elections: | Nomination deadline (post interview) 31 October – 12 noon. |
| Nomination process: | An applicant must be a member of European Movement UK as at the nomination deadline. They do not need to be a member of the Council at the time of their application, but they must be nominated by at least five serving members of the Council. (If this requirement presents any difficulty please contact the email address above for advice.) |

The role of Treasurer

Members of the Board have ultimate responsibility for the financial affairs of the Movement, ensuring that it is solvent and well run, and delivering the objects for which we are constituted. The Treasurer is responsible within the Board for monitoring finances, in line with good practice and governance requirements and the Movement's constitution, reporting to the Board about the financial health of the organisation to inform strategic decisions. The Treasurer may also play a part in fundraising and engaging with the business community. The Treasurer will satisfy him or herself and assure the Board, that effective financial controls are in place and liaise with the Audit Committee in its monitoring role including risk / mitigation.

Oversight of:

- Proper **accounting records** being kept
- Financial resources being properly **controlled, invested, and expended**, in line with agreed budgets, good governance, legal and regulatory requirements
- Robust **financial policies** being maintained and followed, and supporting development and implementation of policies on financial reserves and cost-management
- Financial controls and **adherence to systems**, regularly liaising with Chief Executive, Head of Finance and – as appropriate – external accountants, ensuring that policies are observed, and transactional risk is managed
- Financial **risk management** processes being developed and implemented for appraising, mitigating, and reporting corporate risk

Responsibility for:

- Monitoring and advising on the financial **viability** of the organisation
- **Presenting** management accounts to the Board and annual accounts to the AGM
- Advising on the financial implications of the organisation's **strategic plans**
- Ensuring investments and **assets are optimised** in line with the Movement's mission
- Acting as the non-executive lead on the appointment of **professional advisers** including, but not limited to, external audit
- Board level liaison with the external **auditors**
- Authorising very **large payments**
- Liaising with the CEO on the organisation's affairs, providing **support** as appropriate
- Liaising with the Chief Executive to develop the financial understanding of the **Board**
- **Supporting** and advising the staff team on issues with financial / business consequences
- Being a Board **Director** of the company, fulfilling all general and fiduciary responsibilities
- Commitment to actively improving the **diversity and inclusion** of the Movement

Person specification – skills and experience

- Understanding the governance role and responsibilities of a non-executive in a large membership organisation
- Experience in a relevant financial role, either in management or oversight
- Qualification in, or thorough knowledge of, financial legislation, regulation and practices
- Working competence with general office software
- Strong numeracy and ability to communicate financial information simply and effectively
- Strong interpersonal skills and a team player mentality
- Well organised and reliability
- Commitment to the pro-European cause

We are actively seeking to improve the diversity of the Movement and would particularly welcome applications from candidates who are black or from an ethnic minority community, disabled people, women and LGBTQIA+ people.

Council member – role description

The European Movement UK elects a representative Council of approximately 100 members, bringing together people from across England, Scotland and Wales to comprise its principle debating forum between Annual General Meetings.

What the Council deals with

- (a) Formulating the public policy of the Movement
- (b) Discussing the Movement's campaigns, strategy and communications
- (c) Approving the Movement's annual campaign plan
- (d) Debating topical political developments, and determining the Movement's responses
- (e) Electing five EMUK member representatives to serve on the Board
- (f) Appointing members of the Movement's senior Standing Committees
- (g) Establishing advisory committees to promote aspects of the Movement's activities
- (h) As needed, electing members to fill casual vacancies among Officers and others

What the Council does not deal with

- Finance – administration – organisation – staffing – legalities – constitution

Being a member of the Council of our proactive Movement – which focuses on crucial questions about the nation's future and punches well above its weight – is an opportunity to contribute and be close to the top of our political thinking and strategy setting.

| | |
|-------------------------|---|
| Remuneration: | Expenses only, this is a voluntary position |
| Term: | The Council is elected for a 2 year term (Nov 25 – Nov 27) |
| Time commitment: | Preparation for and attendance at Council meetings Between 3 – 6 a year (5 in 2025), usually weekday evenings |
| Location: | Flexible – all governance meetings are accessible on video link |
| Deadline: | Self-nomination by Friday 31 October 2025 at 12 noon, with: <ul style="list-style-type: none">• A 200 word statement on what you can offer in the role• A head and shoulders (digital) photograph (optional) You must be a member of EMUK (including EMiS, W4E, YEM) Queries to: governance@europeanmovement.co.uk |
| Elections: | Online member vote: 1 to 14 November. Result: 15 Nov at AGM |

You have two opportunities to stand for election to the Council (you may stand in both)

- (1) 77 geographic representatives to the EMUK Council:
 - 7 to represent members in Wales
 - 7 to represent members in Scotland
 - 7 to represent members in each of the 9 English regions
- (2) 24 representatives elected by all members of the Movement across the UK

Counting in the elections of the 77 will ensure some places for candidates who are women, under-35s, members of our local groups, and members of ethnic minorities. Those will be counted first. Those elected will then be removed from the count for the 24 UK-wide places.