

Approved by the AE Board of Trustees 22 October, 2019

## **Policy for the election of Class Chairs**

### Policy for the appointment of Class Chairs

1. A class chair is an appointment for a term of 3 years, renewable once.
2. Class chairs are co-opted members of the board of Trustees for the duration of their term.
3. Six months before the end of a Class Chair mandate, the section chairs, the deputy chair and the outgoing chair shall act as a search group to identify suitable candidates for the position of Class chair.
4. The section chairs should consult their own Section committees in search of suitable candidates. A final shortlist of three candidates should be submitted to the Board of Trustees for a decision to be made.
5. A new class chair should not come from the same section as the outgoing Class chair.
6. A class chair cannot simultaneously be the chair of a Section, or play any role in a Section committee.
7. If for any reason a serving Class chair has to step down, or resigns during their mandate (year 3 or year 6), the deputy Class chair shall assume the chairmanship until the end of the normal term of the resigning/retiring Chair (year 3 or year 6).
8. Under the circumstances described in point 7, the normal search procedure (point 3) will operate to find a new Chair.
9. Within six months of appointment, an incoming Class chair shall propose to the Board the appointment of a deputy chair, who should come from a different Section.
10. A retiring Class chair may if approved, become a member of a Section committee under the policy for Section Committees.

**Note from the ExecSec:** Class chairs do not automatically carry the title of Vice President (ex officio). The designation of a Class Chair as a 'Vice-president', can only be done under the Regulations, Section 7 (2) and is an ex officio title granted by the incumbent President. The regulations state:

*(Section 7 (2)); "A President may, after consultation with the Council and with the approval of the Board, co-opt member(s) to the Board, and/or designate the same, or serving Trustee(s) as 'Vice President(s) ex officio', to assist in the discharge of their Presidency, providing that the number of Trustees does not exceed the number as set out in the Articles of Association. The designation of Vice President ex officio, shall automatically cease with the ending of the term of the appointing President and shall be non-renewable. Excepting, that the term of any extant co-option or election/appointment as a Trustee shall continue to the end of the normal term of co-option as otherwise determined"*

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