



Membership of UKES Council: Policy Document

1 Background

The UK Evaluation Society (UKES) is a professional membership organisation that exists to promote and improve the theory, practice, understanding and utilisation of evaluation and its contribution to public knowledge. It has a diverse membership comprising evaluation professionals, practitioners, independent consultants and evaluation commissioners from national and local government, the voluntary sector and the research and evaluation community.

Members represent a range of professional fields of inquiry, such as education, health, social work, criminal justice, children's services and community development, and stem from various disciplines in the social sciences, economics and science and technology.

One of the aims of the Society is to build bridges between the different evaluation communities, providing a forum to consider differences and similarities in the evaluation problems each faces. Council members therefore need to have the skills and expertise to enable the Society to achieve these aims.

2 Criteria for Council Membership

Members of the Society's Council should be individuals who are experienced in evaluation and can take responsibility for the finance of the Society as well as its policy direction. Hence they must:

- be representative of the groups that constitute UKES membership
- have a good understanding of the evolution of the field of evaluation and its purpose, and the similarities and differences with social science
- have a thorough knowledge of evaluation theory and practice, and especially current developments in the field, to inform policy direction
- understand the historical development of the Society, its roots, values and constitution
- have the ability to steer the Society through challenges and difficulties
- take final responsibility for finance, credibility, events and outputs.

3 Role and Responsibilities of Council Members

Individuals elected onto Council will be asked to take on the following specific responsibilities:

- active involvement in one of the Council subgroups and/or regional networks or the lead of a topical working group. The current sub-groups are:
 - Professional development: Capabilities, including the UK pilot of a Voluntary Evaluator Peer Review scheme; Training
 - Evaluation Conference
 - Membership: Marketing: Sponsorship
 - Communications: Website; The Evaluator
 - Sector, partnerships and network development and support
- commit to attending a minimum of two Council meetings per year and all if possible
- follow up any action points assigned to them from Council meetings to the agreed timescale
- participate actively in email discussions on Council business
- contribute articles to the monthly e-bulletin and Evaluator in line with agreed schedules and deadlines
- attend the annual national conference and act as Chair of at least one presentation or keynote speech
- attend the AGM and encourage others to do likewise
- promote the work of UKES and encourage membership within their evaluation community and other relevant allied groups
- work with other professional societies and agencies to promote the aims of UKES and the objectives of evaluation.

Council members who do not engage actively in their agreed duties/responsibilities or do not attend the minimum number of meetings each year will be asked to stand down to create space for someone who can.

4 Conditions for Membership of Council

The UKES Council is currently seeking to extend its membership to broaden the range of evaluation experience represented on Council. Candidates are welcome from all sectors of evaluation and professional fields. They must be members of the UKES and be closely involved in evaluation. We are looking for candidates with energy, enthusiasm and commitment to advance the field of evaluation by taking an active part in Council activities and its subgroups.

Election on to Council can be through the competitive election process or co-option by Council where an individual has specific knowledge, skills expertise and networks to enable the Society to achieve its objectives. The preference is for members to be elected.

Specifically, candidates should:

- have recent and substantive experience in evaluation which can be in government, academia, civil society, international organisation, professional association, or private sector organisation. Candidates with a relevant degree and/or formal training in evaluation are particularly welcome.
- have the experience required to actively fulfil the aims and objectives of the society, its thematic working groups and the roles and responsibilities outlined above.
- For Director roles – treasurer, secretary, president, vice-president and immediate past president – additional skills may be required such as expertise in communication, social media, marketing, fundraising, leadership or financial management.

5 Process for Nomination

Each nominee should have a proposer and seconder. It is the responsibility of the individual seeking election to secure their proposer and seconder in good time to be considered for election. Similarly, it is the responsibility of the proposer and seconder to reassure themselves that the individual they are proposing (a) is suitable and has sufficient experience; (b) understands what the role will involve and (c) is able to fulfil their duties to the Society. Where the proposer has identified a potential candidate it is his/her responsibility to ensure that individual has given consent for the nomination to go forward.

In addition to their CV, candidates are required to provide a supporting statement of between 300 and 400 words about why they would like to become a Council member, their suitability for election and an indication of the specific areas they would like to work on to realise the Society's aims and strategy i.e. to state in which professional area or subgroup or regional network they will work and on what.

Elections will take place in the autumn for vacancies for the next two calendar years. To allow potential candidates an opportunity to discuss with existing Council members and secure a proposer and seconder, the nomination process will open at conference and close on the last working day of October.

All nominations will be checked by a subgroup of Council to confirm that they align with this policy document and only verified nominations will be considered for election. The nominations subgroup will consider all verified nominations and make recommendations on election for approval by the full Council.