

York’s Culture Forum and Executive Group

Culture Forum and Executive Group Governance

Make It York, Autumn 2021

Overview

This document illustrates how York’s Cultural Leaders Group (CLG) will be adapted going forward in order to better implement *York’s Creative Future* (Culture Strategy 2020-2025) (henceforth referred to as YCF or the Strategy). There will be two main components of this new structure, as follows:

- The Cultural and Creative Forum will be a large unincorporated group that is open to any and all working in the cultural and creative sector. This group will be referred to as the “Forum”.
- The Forum will be led by a smaller group that will be elected by the Forum at large. The smaller, leadership group will be referred to as the “Executive Group”.

It is anticipated that the Forum will be a broad and diverse group of representatives from the cultural and creative sector, which enables knowledge sharing, partnership development and network building, while the Executive Group will oversee the direction and implementation of the Strategy, (being elected to have authority in this by the Forum, as their representatives).

The details for both the Forum and the Executive Group are below.

Please Note: At the end of the Terms of Reference is a section detailing the “Initial Period”, to ensure that the Executive Body and Forum may be enacted as soon as possible.

Table of Contents

Overview	1
CULTURE FORUM	2
EXECUTIVE GROUP	3
Defined Roles	4
Accountability of Executive Group Members	6
Priority Areas	6
Decision-Making	7
Investment and Funding	8
Prioritisation of Funding	8
Initial Period	8
Appendix I: Executive Group: Person Specification	9
Appendix II: Executive Group Election Process	12

CULTURE FORUM

Description

The Forum will be an open forum which anyone working in the cultural and creative sector can join (including individual artists, organisations, community groups, etc.). For the purpose of the Terms of Reference, culture is defined as all activities involving arts and heritage, including collections, combined arts, dance, libraries, literature, museums, music, theatre and the visual arts.

Membership

To join the Forum, a potential member will need to submit their interest via an online Application Form or by contacting the Creative and Cultural Development Manager at Make It York. If the application is accepted by Make It York, they will be added to the Register of Members of the Forum.

Consideration of Membership Request

A Membership request to the Forum may be refused based on the following:

- Lack of a demonstrable connection to York
- Lack of relationships with the creative and cultural sector

In the exceptional circumstance where there is a potential issue with a Forum membership request (based on the above), it shall be brought before the Executive Group for the final decision.

Capacity

There are no limits to the number of those who can join the Forum however in the interest of balance, a maximum of four representatives from one organisation will be permitted.

Fee

There will be no membership fee for the Forum.

Meetings

The Forum will meet bi-monthly to be updated with the current state of development for the Strategy as well as general updates from the sector. These will be held throughout the year, avoiding August and December, with the AGM always falling in October.

The Culture Forum meeting minutes will be published on the Culture Hub website.

The meetings will be followed by socials which will give the Forum the opportunity to network.

The Forum may be asked for their input into the Strategy, to vote on various measures to take place and/or to put themselves forward to assist with development of the Priority Areas, if applicable.

October Meeting

The October meeting of the Forum will be treated as the “Annual General Meeting”.

Elections to the Executive Group

The Elections for the Executive Group will take place at the October Meeting of the Forum. Nominations will be made available to the Forum no later than four weeks prior to the October Meeting. The Executive Group members will be elected at the October meeting and will take over their post from January of the following year. Please see Appendix II for the full election process.

Reasons for Exclusion from Membership

A member of the Forum will be immediately removed from the Forum for severe misconduct, which can include (but is not limited to) seriously inappropriate or abusive behavior to another member of the Forum.

EXECUTIVE GROUP

Description

The Executive Group will be the decision-making and leadership body of the Forum and will be comprised mainly of representatives elected from and by the Forum.

Purpose

“The Executive Group of the Culture Forum will provide the citywide leadership, advocacy, direction and oversight for the strategy, including establishing a diverse investment portfolio to realise the city’s cultural ambitions.” (from *York’s Creative Future*)

Format

The Executive Group will be comprised of 11 Members, made up of the following:

- Seven members of the Forum elected to the Executive Group
- 1 member post to be held for a representative of the Guild of Media Arts in recognition of their responsibility as Focal Point of the UNESCO designation
- 1 member post to be held for a representative of REACH as Head of Priority Area 3: Children and Young People
- 1 member post to be held for the portfolio-holding Councillor with the City of York Council
- 1 member post to be held for the Head of Culture and Wellbeing at Make It York, who will also be Head of Priority Area 5: Culture and Wellbeing

Membership

The members of the Executive Group will hold their position for two years and will be elected (or re-elected) at the October meeting of the Forum. Members standing for re-election will do so in their final year of holding the post. Executive Group members can serve for a maximum of three continuous terms.

Members can be a freelancer, or representative of an organisation. Members are expected to be experienced, or at a senior level within an organisation, to ensure that they can commit resources from and influence their organisation without needing to report back. However, members are urged not to see their role as simply representing a specific organisation, and should see their role on the Executive Group as being beyond the interests of their own work or particular organisation. Please see Appendix I for the person specification for members of the Executive Group.

Declaration of Interests

Any member of the Executive Group will declare a conflict of interest should it arise from any item of business brought before the Executive Group.

Fee

There will be no fee for being a part of the Executive Group.

Defined Roles

The Defined Roles

There will be three defined roles on the Executive Group, as follows:

Co-Chairs

The role of Chair of the Executive Group will be held in the form of two Co-Chairs, as follows:

- One of the Co-Chairs will be a member of the Executive Group, apart from the portfolio-holding Councillor with the City of York Council and the Head of Culture and Wellbeing at Make It York. They will hold the position for two years and will be elected by the Executive Group in the January meeting.
- The other Co-Chair will be the Head of Culture and Wellbeing at Make It York. They will hold the position on an ongoing basis to ensure continuity.

The role of Co-Chair will be primarily to moderate Executive Group and Forum meetings to drive implementation of the Strategy and ensure accountability.

Should neither Co-Chair be able to attend a meeting, they will appoint someone to take over the Co-Chair's duties in their stead.

Head of Priority Areas

Each Priority Area will have a Head within the Executive Group to strategically oversee the work taking place in this area (including working alongside or with any task group(s) working on this Priority Area).

The role of a Head of Priority Area is to report back to the Executive Group regarding development in their area.

Secretary

The role of Secretary will be held by the Creative and Cultural Development Manager (Make It York). This position does not hold membership rights on the Executive Group and the post holder cannot vote (unless otherwise stated or agreed by the Executive Group). The role of the Secretary is to provide administrative support, organise meetings and take minutes; the Secretary will also be responsible for recording the milestones in moving the Strategy forward operationally.

Should the Secretary be unable to attend a meeting, they will appoint someone to take the Secretary's duties in their stead (either one of the Executive Group members or a member of Make It York staff).

Elections to the Executive Group

For the October elections, those running for a place on the Executive Group can either run as:

1. A general member of the Executive Group
2. A member of the Executive Group with a Defined Role

If no one runs / is elected for a particular Defined Role, the role will be filled by one of the general members of the Executive Group. Please see Appendix II for the Election Process and Appendix III for examples of nomination forms.

Removing a Member's Defined Role

A member who has a Defined Role is subject to the section on "Accountability of Executive Group Members".

As a Defined Role carries with it responsibilities beyond that of a general member of the Executive Group, in addition to the parameters laid out in the "Accountability of Executive Group Members", a Defined Role may be removed immediately if the following occurs:

1. A member of the Executive Group raises concerns over their commitment to the Executive Group (as showcased through a lack of attendance or failure to report; if they are the Head of a Priority Area, this could also include lack of engagement with the task group(s) working on that Priority Area); and
2. A quorum of the Executive Group agrees to remove the member's Defined Role by a simple majority vote.

Changes to Defined Roles

Changes to the Defined Roles of the Executive Group may be made by agreement of the Executive Group. Changes can include adding, amending or removing Defined Roles.

Responsibilities

Heads of Priority Areas/task groups will take a lead on the Key Priority areas of YCF, with reporting fed back to the Executive Group.

The Executive Group will collectively be responsible for the direction of and implementation of the Strategy, including overseeing progress against the six Key Priorities in the strategy, leading on future strategic direction, and where necessary setting additional Priorities for the strategy.

Make It York will work with the Culture Forum and Executive Group to lead on the development and evaluation of the Strategy, ensuring full engagement with other city strategies and plans, including the Local Plan, Skills, Tourism, Events, and Economic Strategy. Make It York will govern the management of reporting for the strategy, including updating the Culture Strategy RAG report, with the Head of Culture and Wellbeing and the Creative and Cultural Development Manager leading this work. This will ensure continuity in reporting, and also that the amount of work required by Heads of Priority Areas is not unmanageable, given other professional commitments.

City of York Council, through the portfolio-holding councillor, will provide intelligence to the Culture Executive on wider policy development, initiatives and other changes to the civic and political landscape that have potential to impact on the Culture Strategy. The portfolio holder will ensure that *York's Creative Future* is understood and taken fully into account within council policy / decision-making and planning frameworks. The council will help to build the necessary partnerships to take forward the strategy's objectives and will help to link the partnership's investment framework to funding sources to which it has access and to build appropriate business cases.

Accountability of Executive Group Members

A member of the Executive Group will be deemed to be "inactive" through either:

- Non-attendance at meetings (not having attended at least 4 of the 6 held per year) without a reasonable explanation
- Lack of contribution to the Group (which could include failure to provide updates on Priority Areas, if applicable; not delivering objectives assigned or failure to provide other support)
- Failure to respect confidentiality of the group

Inactive members of the Executive Group will have their post put up for election at the October Forum meeting regardless of whether they are in their final year of holding the post.

Prior to this occurring, the Co-Chairs will speak to the inactive member to determine if they still have the capacity to perform their role in the Executive Group.

The Culture Forum may motion a recall election for individuals or the full Executive Group. See Appendix II for the procedure.

Priority Areas

Further Priority Areas can be created by the Executive Group – they can be disbanded, created or amended by agreement of the Executive Group.

First Priority Areas

The first Priority Areas will complement the implementation of the Strategy, so will be:

3. Cultural Engagement, Participation and Relevance

4. Place-Making
5. Children and Young People
6. Talent Development and Retention
7. Culture and Wellbeing
8. York's National and International Profile

Decision-Making

Quorum

A quorum is achieved with 7 members of the Executive Group being in attendance, including both of the Co-Chairs.

Voting

Decisions/agreements will be reached by consensus otherwise agreement by simple majority. If it is required, the Co-Chairs will cast the deciding votes.

If a majority cannot be reached and the stalemate cannot be decided by the voting of the Co-Chairs, the topic/request shall not be passed. Further discussions on this topic/request can be made at future Executive Group meetings, if it is deemed required by the Executive Group.

Meetings

Meetings will be held in January, March, May, July, September, and November of each year.

The meetings will be private, though Guests and Observers can attend if agreed by the Co-Chairs ahead of the meeting.

The meetings will be facilitated by the Co-Chairs and will involve the Heads of Priority Areas reporting on progress and broader discussion of the Strategy's direction and development. The aim of each meeting is to operationally drive forward the Strategy.

Guests

It is possible for Guests to sit in on and present to meetings of the Executive Group – they are able to attend meetings and contribute to the course of the meeting, but do not have voting rights. Guests should be limited and should be assessed before each meeting by the Co-Chairs.

Observers

It is possible for Observers to sit in on meetings of the Executive Group – they are able to attend meetings, but cannot contribute to the course of the meeting and do not have voting rights. Observers should be limited and should be assessed before each meeting by the Co-Chairs.

Papers

Agenda items and papers required for an Executive Group meeting should be submitted to the Secretary for distribution no less than 10 days prior to the meeting. The agenda and papers will be distributed by the Secretary to the Executive Group no less than 5 days prior to the meeting.

Investment and Funding

Prioritisation of Funding

The Executive Group will decide on the funding priorities for money that has been acquired through or intended for YCF. The Executive Group will, therefore, determine the priorities for the funding intended for the Culture Strategy and this will be utilised by the bodies appointed to administer the funds.

Funding Bids

When applicable Funding Bids become available, the Executive Group can assist in brokering appropriate partnerships to bid for such funding in line with the strategy as well as helping to bring forward a pipeline of projects that have the support of the sector. Administrative support for this will be from the Head of Culture and Wellbeing and the Creative and Cultural Development Manager at Make It York. The bank account of the Lead Partner for that particular bid will hold any winning funds on behalf of the Executive Group and will be looked after and distributed by the Lead Partner.

Terms of Reference

Review of Terms of Reference

The Terms of Reference for Forum and Executive Group should be reviewed on a biennial basis by the Executive Group.

Changes to the Terms of Reference

An amendment, addition or deletion to the Terms of Reference may be made at any point, by agreement of the Executive Group.

Initial Period

From the time this Terms of Reference is enacted until October 2023 will be treated as the “Initial Period” for the Forum and the Executive Group.

For the Initial Period, the same rules will apply regarding the Forum and the Executive Group as stated above, with the following exceptions:

- The election of the Executive Group may take place in a meeting of the Forum soon after its formation. This may be later than the usual October meeting for election.
- Those elected to the Executive Group for the Initial Period will begin their roles immediately.

Appendix I: Executive Group: Person Specification

“The Executive Group of the Culture Forum will provide the citywide leadership, advocacy, direction and oversight for the strategy, including establishing a diverse investment portfolio to realise the city’s cultural ambitions.”

York’s Creative Future, Culture Strategy 2020-25

We’re looking for dynamic, passionate people to join the Culture Forum’s Executive Group who have a positive and proactive approach towards the cultural development of the city, significant experience of working in the sector, and who are keen to play a part in steering its future direction. Nominees should have the drive and enthusiasm to commit to this role for at minimum a two-year period and can serve a maximum of three consecutive terms.

Members of the Executive Group should be a member of the Culture Forum, and active in York’s cultural sector at the time of their election and whilst serving their term. This may include people working in a voluntary capacity.

This specification is intended as a guide for those interested in standing for election. Nominees may have some of the experience and skills listed or additional qualities not listed which will bring valuable experience to the Executive Group. Inclusion of a diverse group of members with complimentary skills is important to ensure balance, breadth of experience and fair representation of the interests of the Culture Forum. Members do not need experience of board/trusteeships to be eligible to stand.

Anyone interested in standing for election is encouraged to contact Make It York for an initial conversation.

The Executive Group will be comprised of 11 Members, made up of the following:

- Seven members of the Forum elected to the Executive Group
- 1 member post to be held for a representative of the Guild of Media Arts in recognition of their responsibility as Focal Point of the UNESCO designation
- 1 member post to be held for a representative of REACH as Head of Priority Area 3: Children and Young People
- 1 member post to be held for the portfolio-holding Councillor with the City of York Council
- 1 member post to be held for the Head of Culture and Wellbeing at Make It York, who will also be Head of Priority Area 5: Culture and Wellbeing

Executive Group Member

Title	Member of Executive Group
Elected Term	2 years
Commitment	Bi-monthly meetings of the Executive Group and frequent attendance at the Culture Forum. Meetings to be held in York (currently remote). Executive Group members can serve a maximum of three consecutive terms.
Remuneration	No remuneration is offered to members of the Executive Group.

General requirements

All members are expected to understand membership of the Executive Group as being beyond the interests of their own work or particular organisation, not simply to represent or further the interests of their organisation or creative discipline.

EG Members should demonstrate some, although not necessarily all, of the following - and may demonstrate other expertise and skills, which would contribute to a diverse and representative EG:

Personal attributes:

- Passionate with a positive and proactive approach towards the cultural development of the city.
- A proven leader, having an ability to inspire and engage others to achieve objectives together.
- Commitment to the York Culture Forum and *York's Creative Future*, both personally and, if applicable, reflected in their organisation's strategic priorities.
- Nominations are encouraged which illustrate York's diversity and candidates may embody one or more historically under-represented groups, including but not limited to global majority, LGBTQ+, disabled, D/deaf, neuro-diverse.

Professional experience:

- Significant experience of working in the cultural sector as a freelancer or a senior member of an organisation in the cultural sector (i.e. operating at a decision-making level).
- Strong connections across the cultural sector in York.
- Connections across their specialism nationally (where applicable) would be advantageous.
- Experience in fundraising and partner bids desirable.
- Collaborative approach to working, experience of partnership working.
- Experience of marketing (especially for Head of Priority Area 6)
- If standing as a head of a priority area candidates should be able to demonstrate experience, knowledge and influence in the priority area they will represent.

Heads of Priority Areas

Candidates may stand as a general member of the EG, or as a Head of a Priority Area within the EG.

The role of a Head of Priority Area is to strategically oversee and take a lead on one of the Key Priority areas of the Strategy (including working alongside or with any task group(s) working on this Priority Area), with reporting fed back to the Executive Group.

Notes on the Priority Areas

There are currently six priority areas within YCF. These are:

1. **Engagement, Participation and Relevance** – Culture is inclusive, relevant and accessible to everybody in York, regardless of age, background or postcode.
2. **Place Making** – Culture is fully embedded into local investment and city planning developments, with the arts and heritage and cultural wellbeing integral to development processes.
3. **Children and Young People** – York is the first city to achieve cultural entitlement for all children and young people, particularly those from disadvantaged backgrounds and with special educational needs and/or disabilities.

REACH is identified in the Strategy as the lead organisation for implementing this Priority. Candidates with interest in this area are encouraged to express their interest in working with the representative from REACH, who reports updates to the EG. The Chair of REACH would remain the Head of Priority Area 3.

4. **Talent Development and Retention** – York’s creative and cultural sectors thrive and contribute to strengthening and diversifying York’s economy: through universities and colleges providing clear routes to skilled employment, and creative workspaces attracting and retaining creative talent in the city.
5. **Culture and Wellbeing** – York is recognised nationally for its innovative work in culture for health and wellbeing, including social prescribing, which residents can benefit from throughout their lives.

The Cultural Commissioning Partnership leads the implementation of this Priority. The Head of Culture and Wellbeing from Make It York chairs the CCP and provides city-wide cultural leadership in this area, as set out in the Culture Strategy, and reports updates to the EG. Candidates with interest in this area are encouraged to express their interest in working with the CCP and Head of Culture and Wellbeing. The Head of Culture and Wellbeing would remain the Head of Priority Area 5.

6. **York’s National and International Profile** – York’s outstanding arts, culture and heritage and its status as the UK’s first UNESCO Creative City of Media Arts are championed and celebrated, raising the city’s profile nationally and internationally.

The Guild of Media Arts is the focal point for York’s UNESCO Creative Cities designation and the Head of Priority Area will work alongside the Clerk, as representative of the Guild, to implement this Priority area as it relates to the city’s UNESCO designation. Given the importance of the UNESCO designation, a representative of the Guild will be part of the EG (whether in a Head of Priority Area or General Member capacity, pending election results).

If a candidate is interested in Priority Area 3 or 5 they should inform the co-chairs, who can signpost to methods of being involved alongside the designated Head of Priority Area.

Co-Chair (elected)

The co-chair will be a member of the Executive Group, apart from the portfolio-holding Councillor with the City of York Council and the Head of Culture and Wellbeing at Make It York.

The Co-Chair could be a Head of Priority Area or a General Member of the Executive Group. They will self-nominate for the position once executive elections have concluded. They will hold the position for two years and will be appointed by the Executive Group in the January meeting.

In addition to the general requirements, the Co-Chair will demonstrate they are happy to take on the role, commit to ensuring fairness, consistency, able to attend majority of meetings, work alongside the Executive Group and Head of Culture and Wellbeing, drive the strategy ensuring all voices are heard, use diplomacy, and use their role to advocate for culture in York.

Appendix II: Executive Group Election Process

The Executive Group will be elected by the Culture Forum, and will oversee the direction and implementation of YCF. This appendix sets out the process of nomination and election of candidates to the Executive Group.

Eligibility

Potential Candidates must be existing members of the Culture Forum. Requirements to join the Culture Forum can be found on page 1 of this document.

Before nominations, interested parties are encouraged to contact the Head of Culture and Wellbeing at Make It York for a conversation about the role and what they might bring to the group.

Nominations

Members of the newly formed Culture Forum will be able to nominate themselves or, with their agreement, another person to a position on the Culture Executive in a six-week period before the Culture Forum election meeting. Nominees will be able to stand as a General Member or a Head of Priority Area.

A self-nomination should be seconded by a member of the Culture Forum. Seconded nominations may come from a member of the Culture Forum who is from another creative organisation or a freelancer. It cannot be seconded by another member of the nominee's organisation, a council representative, or a representative from Make It York. Ideally the nomination will be seconded by someone who is not also running for election to the Executive Group.

Candidates nominated by a second party should submit a supporting document to confirm their willingness to stand. A nomination on behalf of another person should not come from a member of the nominee's organisation, a council representative, or a representative from Make It York.

See Appendix III for the nomination forms and supporting document.

Campaigning

Elections to the Culture Executive will then take place in the Culture Forum AGM, giving a period of two weeks for nominees to make their case to the Culture Forum and for voting to take place online for a period of two weeks.

The statements submitted by candidates on their nomination form will be circulated to the electorate in advance of the voting period. If candidates prefer they may submit their statement by other means, i.e. video, though they should ensure the method they use is accessible.

Election Process

The vote will take the form of a simple majority, with the candidates receiving most votes taking vacant seats on the Executive Group alongside the Make it York and City of York Council representatives, a representative of REACH as Head of Priority Area on Children and Young People, and a representative from the Guild of Media Arts, in recognition of their responsibility as the focal point of York's UNESCO designation. The maximum number of seats available for election is seven.

The voting process will be managed by Make It York with the Creative and Cultural Development Manager acting as Election Officer.

Voting will take place online using a secure system. Every member of the Culture Forum is eligible for one vote per vacant position on the Executive Group. City of York Council and Make It York representatives may not cast votes.

Voting will be open for two weeks running to the AGM, with an option for casting a vote through non-digital means available through Make It York. The results of the vote will be announced at the AGM.

In the event that two or more people stand for a Head of Priority Area position and both gain enough votes to be in the Executive Group, the candidate with fewer votes will be offered a seat as a General Member provided their total vote count be higher than a candidate standing as a General Member. Should a candidate refuse the seat on these terms, or for any other reason, the seat will be offered to the candidate with the next highest number of votes.

If the Head of Priority Area positions are not all filled, the new Executive Group will appoint the vacant positions at their first meeting.

By-Election Procedure

In the event one or more seats become vacant before a two-year term expires, a by-election will be held in the October meeting of that year.

A by-election will use a simple majority system.

Co-opted Members

If fewer candidates stand than the number of seats available, the Executive Group may approach members of the Culture Forum to co-opt into the vacant seats by appointment. The seat should be offered for re-election at the next October meeting. If no candidates run for the seat and the co-opted member consents to continue, they may hold the seat until they reach their two-year term.

End of Tenure

At the end of their two-year term Executive Group members will be asked to confirm their intention to re-stand for election or resign their seat in the July meeting of the Culture Forum (or

by email in advance). Once an Executive Group member has served the maximum three consecutive terms allowed, they will not be eligible for re-election until another term has elapsed.

Triggering a Recall Election

The Culture Forum may motion to remove an individual from the Executive Group through a recall election, which must have the support of 50% + 1 of the Culture Forum's members. If the Culture Forum wish to remove the full Executive Group (with the exception of the Make It York co-chair and elected representative from City of York Council) a motion may be brought with the support of 75% of the Culture Forum's membership.

The Election Officer (the Creative and Cultural Development Manager at Make It York) may be approached to provide a complete list of Culture Forum members in order to canvas for signatures. Signatures supporting a recall election can be collected physically or digitally and must include a correct contact detail for each signatory, so the Election Officer may investigate the legitimacy of the list.

The motion must be presented to the Election Officer at Make It York at least ten working days before a meeting of the Culture Forum to allow time to ascertain the veracity of the motion. If presented after this time, the motion will not be considered until the following Forum meeting.

If found to be legitimate, the recall election will be announced during the next meeting of the Culture Forum, with the affected Executive Group members vacating their seats with immediate effect. A window for nominations will be opened for one month, followed by a fortnight for campaigning, then a further fortnight for voting, in line with the election process above. The results of the vote will be announced at the subsequent meeting of the Culture Forum and the new representative(s) invited to join or form the Executive Group with immediate effect.

Appendix III: Nomination Forms

Form for self-nominations and seconding

Name	
Email	
Telephone Number	
What part of the sector do you work in?	
Are you standing as a Head of Priority Area or a General Member?	
If you are standing as a Head of Priority Area, which one?	

<p>Please answer these questions. Answers may be submitted as written (max one side of A4), or as a 3 minute video (filmed in landscape) to do so:</p> <p>Please note these answers will be shared with the Culture Forum as part of your candidate profile</p>	<p>9. Why would you like to become a member of the Executive Group?</p> <p>10. How can you support the development of the city's cultural aims, through implementation of <i>York's Creative Future</i>? If you are standing as a Head of Priority Area please outline your suitability here.</p> <p>11. What skills and different perspectives can you bring to the Executive Group?</p>
<p>By signing this form I nominate myself to stand for election to the Executive Group of the Culture Forum and understand the commitment and responsibilities I will assume, if elected to the group.</p>	
<p>Signature</p>	
<p>Date</p>	

<p>Seconded by:</p>	
<p>Name</p>	
<p>Contact information (email / phone number)</p>	
<p>By signing this form I second the nomination of the above person to stand for election to the Executive Group and support their candidacy.</p>	
<p>Signature</p>	
<p>Date</p>	

Form for nominating another member of the Culture Forum

<p>Information on the Nominee</p>	
<p>Name</p>	
<p>Email/ Telephone</p>	
<p>What part of the sector do they work in?</p>	
<p>Are they standing as a Head of Priority Area or a General Member?</p>	
<p>If they are standing as a Head of Priority Area, which one? If unknown please leave blank</p>	

<p>Information on the Nominator</p>	
<p>Name</p>	
<p>Contact information (email / phone number)</p>	

By signing this form I nominate the above person to stand for election to the Executive Group and support their candidacy. I confirm I make this nomination with their knowledge and consent.	
Signature	
Date	

Statement of agreement to nomination

If another person has nominated you please fill in the following

Name	
Email	
Telephone Number	
Name of Nominator	
What part of the sector do you work in?	
Are you standing as a Head of Priority Area or a General Member?	
If you are standing as a Head of Priority Area, which one?	
<p>Please answer these questions. Answers may be submitted as written (max one side of A4), or as a 3 minute video (filmed in landscape) to do so:</p> <p>Please note these answers will be shared with the Culture Forum as part of your candidate profile.</p>	<p>12. Why would you like to become a member of the Executive Group?</p> <p>13. How can you support the development of the city's cultural aims, through implementation of <i>York's Creative Future</i>? If you are standing as a Head of Priority Area please outline your suitability here.</p> <p>14. What skills and different perspectives can you bring to the Executive Group?</p>
By signing this form I confirm my intention to stand for election to the Executive Group of the Culture Forum and understand the commitment and responsibilities I will assume, if elected to the group.	
Signature	
Date	