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| **Position: Member of Roscommon PPN Secretariat** | **Pillar: Environment** |

**This important information goes with the nomination form. It should be read in its entirety.**

**The closing date for receipt of completed nomination forms is 5pm, on Thursday 11th November 2021**

1. **Making a nomination**
   1. Environment pillar members nominate and elect PPN representatives to the PPN Secretariat.
   2. Nominations must be agreed by a PPN member group/organisation’s committee: nominating bodies must provide meeting minutes noting this.
   3. Nominations will only be accepted on the official Roscommon PPN nomination form. To be valid, all sections of the form must be correctly and clearly completed. Edit-save/scan or clearly photograph and return the completed form to this email address: [info@roscommonppn.ie](mailto:info@roscommonppn.ie). Please write in the subject line PPN Secretariat Elections.
   4. Your group can also submit nominations by post (envelope marked PPN Secretariat Elections) to this address: Roscommon PPN, PO Box 13366, Roscommon.
   5. It is the responsibility of the nominating group to ensure their nomination is submitted by the deadline. The PPN, its Secretariat, Roscommon County Council or the PPN Resource Worker will not be responsible for lost of delayed nominations.
   6. In accordance with government guidelines, you are asked to bear in mind the objective of achieving a gender balance, as well as the need to foster social inclusiveness and equality, when nominating and selecting PPN representatives.
2. **Elections**
   1. Where there is only one candidate, this person is automatically elected without any voting by the Environment pillar members. The Secretariat reviews all nominations prior to the elections being opened to ensure the eligibility of all candidates.

**Where these are contested seats**

* 1. Each Environment pillar member group/organisation is entitled to one vote and one individual will vote on behalf of the member group/organisation.
  2. Specific details will be emailed to the primary named individual for each member of the group/organisation. They should follow the voting instructions carefully.
  3. It is important that Roscommon PPN Resource Worker has the correct details for the primary named individual on behalf of your group/organisation. The onus is on PPN members to ensure they let the PPN Resource Worker know of any changes in their primary or other contacts – otherwise the voting details may go to the wrong person or email address. Roscommon PPN Resource Worker cannot change any contact or registration details without written and clear instructions of the change(s) from your committee and/or the person whose details are being changed. Any changes must be concluded by 11th November 2021.
* If you wish to check who is the named or primary contact for your group/organisation, email your query to [info@roscommonppn.ie](mailto:info@roscommonppn.ie).
  1. The person who completes the ballot paper will be required to explain the procedure made to decide who to vote for.
  2. The candidate receiving the highest number of votes is elected.
  3. In the event of a tie, a subsequent run-off election will take place between the tied candidates.
  4. A panel of the unsuccessful candidates will be created following the election process to fill future vacant positions. The panel will expire a year from the day the election was concluded.

1. **About the Secretariat**

The Secretariat is the key day-to-day administrative body within the PPN Structure.

**The Secretariat:**

* 1. Manages the PPN in accordance with national guidelines, to the highest possible standard and according to Plenary-approved governance processes and procedures.

Drafts an annual work plan, for review and approval by the Plenary, covering:

a) Participation in decision-making and representation

b) Capacity building

c) Information sharing and communication

d) Other activities as agreed

* 1. Facilitates the implementation of decisions of the Plenary
  2. Supports the strategic development of Roscommon PPN
  3. Manages the work of the PPN staff member(s), who acts as the secretary of the Secretariat and who maintains the minutes and correspondence regarding all Secretariat meetings and Plenaries
  4. Appoints a Facilitator of Secretariat meetings with a term agreed by the Secretariat
  5. Monitors on an ongoing basis the activities of the PPN and proposes remedial action where necessary
  6. Monitors the correct functioning of Linkage Groups where appropriate
  7. Communicates, via agreed communications processes, with all PPN members and disseminates information concerning all PPN activities or opportunities that may be of benefit to PPN members
  8. Works closely with all stakeholders – including Roscommon County Council and the Department of Rural and Community Development – to enable the PPN to deliver on its vision and aim

**Membership:** The Secretariat is made up of 9 members: 2 from each of the pillars/sectors and 1 from each of the Municipal Districts. The PPN strives for gender balance in the membership.

Community & Voluntary x2 Roscommon MD x1

Social Inclusion x2 Athlone MD x1

Environment x2 Boyle MD x1

All Secretariat members are equal, with no offices held by anyone.

Where and how often does the Secretariat meet: The Secretariat meets at least nine (9) times per year (or as required) with venue and times (usually during the week and in the evening) agreed by Secretariat members. Zoom is used for virtual meetings.

**Travel and subsistence:** In general, any reasonable and fully-vouched expenses arising for a PPN representative on the Secretariat who is undertaking agreed activities as part of their representative role will be met by the PPN.

1. **Responsibilities of the PPN Secretariat members**
   1. Attend Secretariat meetings which are generally held on a monthly basis or as required.
   2. Assist in the development of two-way communications with PPN members (with the support of the Roscommon PPN Resource Worker).
   3. Be able to use basic electronic communications effectively (i.e. email, internet browsing and online meeting platforms (Zoom)).
   4. Prepare thoroughly for, attend and participate actively in the Secretariat.
   5. Participate in meetings solely on behalf of the PPN, leaving any personal, business or political interests outside.
   6. Work openly and collaboratively will all PPN members to identify issues, research, create strategy, respecting the diversity of opinions expressed.
   7. Attend relevant training or networking events organised by the PPN.
2. **Criteria for candidates for election to the Secretariat**
   1. Be willing to gather and present the views and opinions of the members that elects them.
   2. Be working, on a voluntary or paid basis, in the community or voluntary group that nominated them.
   3. Have good organisational skills and a willingness to learn.
   4. Be willing to participate fully.

**In addition to the above, the following generic requirements must be met:**

1. The group/organisation nominating the candidate must be a current member of Roscommon PPN and continue to 1) meet PPN membership criteria and 2) be a member of Roscommon PPN.

2. A person who has put themselves forward for nomination to be elected, stood for election or who has been an elected representative at any level of government (local or national) may not be chosen to be a member of the Secretariat for a period of twelve months:

a) after the date on which they were advised that their bid for nomination was unsuccessful

b) from the date of the election if their nomination bid was successful

c) after completing their Term of Office if they are elected to office

1. **Code of Conduct for PPN Representatives (including Secretariat members)**
   1. Members and member representatives of the PPN will always conduct themselves in a professional manner and in accordance with the provisions of the PPN Constitution and the Roscommon PPN Code of Conduct.
   2. The Code of Conduct will be signed by every PPN representative elected to a representative position or the Secretariat.