
**The Royal Television Society (“the Society”)
London Centre Nomination Form**

Before completing this form, please read the explanatory notes below.

The London Centre’s primary duty is the delivery of the Society’s charitable objectives as set out in the “Articles of Association” by means of producing regular events and activities for a broad range of interest and attractiveness to members, to the television and media industries, educational institutions, and to the wider community in their region.

In accordance with the Society’s “Centre Rules and Guidance”, candidates wishing to stand for election to the London Centre’s Committee must be nominated by two members of the Society who have chosen London as their Primary Centre.

Such nominations, together with brief personal details, must be received by the Honorary Secretary of the London Centre 48 hours before the published date of the next Annual General Meeting. The below personal statement provided by the candidate will be reviewed by the Centre Officers present.

Full Name	
RTS Membership Number	
Full address	
Mobile	
Email	

I consent to being nominated for the London Centre Committee

Signature/Date	
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Proposed by	
Seconded by	

Please also provide a brief personal statement such as occupation, area of expertise and other details which may be of interest to the Officers of the Committee.

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Please return this completed form by email to RTSLondonSecretary@rts.org.uk

Notes to the Nomination Form

1. All members of the Committee must be members of the Society.
2. No remunerated employee of the Society, even if a member of the Society, is permitted to be a Centre Committee member.
3. A minimum of two members of the Society will be elected by open vote at the Annual General Meeting of the London Centre by those members in attendance. There should always be two elected members on the Committee.
4. The term of office for a member of the Committee is three years. At the end of each term, the Committee needs to consider whether a further term is appropriate for that member according to the needs of the Centre.
5. After three terms of three years, further terms are possible with the approval of the Honorary Secretary of the Society.
6. Membership of the Committee shall terminate if the member concerned:
 - a. ceases to be a member of the Society;
 - b. ceases to list the London Centre as their Primary Centre;
 - c. resigns from office by written notice to the Chair of the Centre;
 - d. is, in the opinion of the Centre Committee, but subject always to appeal to the Honorary Secretary of the Society, failing to carry out the duties of a committee member effectively or in the best interests of the Centre and the Society.
 - e. is removed from office by resolution of the Society's Board of Trustees
7. If the member wishing to stand for election to the Committee cannot attend the AGM in which their nomination will be discussed, they should inform the Honorary Secretary of the London Centre. They will be notified of the outcome following the completion of the AGM.



ROYAL TELEVISION SOCIETY

RTS Centre Committee Member Guide

Thank you for taking on the role of a Royal Television Society Centre Committee member. You will be in good company, alongside key players in the industry all with the collective aim to champion the very best work of their region/nation's television scene and to deliver the charitable objects of the Society.

You will work with your Centre Chair and fellow committee members to plan and facilitate events, award ceremonies and online content, to deliver a range of activities and support for your regional membership and for the public benefit. You will also be in a position to help the Society nationally in supporting the industry and its future wellbeing.

Since the pandemic the Society has had to think creatively about the ways in which we engage our members and the wider community. This brought about the introduction of online events held through the likes of Zoom and YouTube. Now that the Society is in the position to re-introduce physical events (restrictions allowing) it is encouraged that centres facilitate both in person and online events going forward, or in some cases a 'hybrid' event utilising both. With online events this of course means that the reach of your centre is not limited by borders and boundaries and you have the chance to build an even greater network of supporters and members across the country and beyond. Our virtual centre events are accessed from around the world: with event attendees tuning in from as far as Belgium, Estonia, Ireland, Germany, the Netherlands and the United States of America.

As a Centre Committee member, it is your responsibility to proactively engage and support your centre in its various educational and charitable activities. For example, some Centres encourage each committee member to take the producing lead on at least one event per year. This might include the committee member utilising their contacts/ company they work at, to be involved in an online or in-person event. The committee member would then work with the Administrators, Officers and fellow committee members to bring this event into fruition. A committee member might lend their skills to support the facilitation of this event – whether that be being the 'technical lead' on a Zoom Webinar or creating graphics to advertise the event. Whatever skills and qualities you have, the RTS would love for you to take the opportunity to shine and get stuck-in with supporting your region/nation.

Each RTS Centre is governed by the '**Centre Rules**' and it advised you familiarise yourself with this document which can be found in the '[RTS Centres Documents](#)' SharePoint folder that Chairs, Finance Officers, Secretaries and Administrators have access to from their official RTS Centre email addresses. Alternatively, Megan Patten-Fellows will be happy to share this with you via email. Her email address can be found on the last page of this document, along with other key members of HO.

What is the role of a Centre Committee member?

- To work with your Centre Chair and committee members to create an active and engaged RTS Centre for the video content creation and distribution industry in your region/nation.



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- To work with your Centre Chair to bring together all parts of that industry to create a committee of volunteer support to deliver the Society's objects and ensuring full recognition of diversity in so doing.
- To collectively champion the work of your region/nation and ensure this is praised and made visible to the RTS community and your wider regional/national community generally.
- To promote the RTS charitable and educational aims through activities such as, for example, events with an educational focus; entry-level aimed events; engaging with local colleges and universities; engaging with your region's RTS Bursary Scholars; delivering Student Television Awards.

FAQs

- The role of a Centre Committee member is a voluntary position; however it is expected that one should **actively engage** with your committee and attend committee meetings organised by your Centre Secretary or Administrator.
- All committee members (including officers) must be RTS members – whether that is a paid for membership or if the committee member is a student/ starting out in the industry either a Student or Futures member (which is a basic free membership). An Administrator does not have to be an RTS member, although it is preferred if they are one.

RTS Centre Committee Overview

The duties and composition of the Centre Committee is set out in the Centre Rules.

Your Centre Committee is made up of a group of honorary elected 'officers' and a further group of volunteers. The only role that is paid is the Centre Administrator. Committee members should have a connection to the TV and creative industries and must demonstrate an appropriate diversity in function, employment, education and the protected characteristics.

Officers:

Chair – responsible for the overall management of the centre and its committee.

Vice Chair – responsible for assisting the Chair as necessary and acting as meeting chair when required.

Honorary Secretary – responsible for organising committee meetings, AGMs, minute taking, distributing minutes and appendices and proper governance etc.



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Honorary Finance Officer – responsible for overseeing the financial position of the Centre as well as having a watching brief over all the Centre’s activities, they assist the Chair with devising the annual budget and preparing the 6-month forecast for review by Head Office and approval from the Trustees. Presenting at each Committee meeting they will ensure the centre’s current financial position is clear so that all members understand the financial implications of their decisions. They approve all purchase orders and invoices, ensuring expenditure is cost effective and within budget and are responsible for collecting outstanding monies due to the Centre.

Administrator – (paid role) responsible for the general administrative duties of the centre. Including but not limited to: being the first point of contact for centre queries (manning the centres email address and phone if applicable); working with the committee to facilitate events and Awards; liaising with the Chairs and officers to ensure the smooth running of the centre.

Events Producer (EP) (ad hoc) – sometimes administrators double up in this role, or members of the committee take it in turns to act as EP. The EP facilitates the preparation and running of both online and physical events: liaising with Megan Fellows on the scheduling of centre events; liaising with speakers for events etc. Where the duties include content of awards, it is important that the Awards Rules are followed.

You may also choose to have **sub-committees**, made up from your pre-existing committee members for activities such as Student Awards; Programme Awards etc. A Chair of the sub-committee may be appointed.

Key contacts

Theresa Wise – CEO

TWise@rts.org.uk

Simon Bucks – Awards Policy & Fellowship, Board of Trustees, Honorary Secretary

RTSHonSecretary@rts.org.uk

Mike Green – Board of Trustees, Honorary Treasurer

mike.green57@btinternet.com

Megan Patten-Fellows – Bursary and Centres Manager (General support and enquires)

MFellows@rts.org.uk

Andrea Elsworth – Finance Director

AElsworth@rts.org.uk

Zahid Javed – Financial Controller

ZJaved@rts.org.uk

Kirsty Whittaker – Events Manager (National Events and Student Awards)

KWhittaker@rts.org.uk



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Kasia Moleda – Corporate Development Manager (Sponsorship and patronage)

KMoleda@rts.org.uk

Kate Holman – Digital Events Manger (Kate and her team can advise on help with websites, mailings and social media)

KHolman@rts.org.uk

Lewis Butcher – Memberships Manager (Lewis can assist with general enquires on membership and can update you on your regional membership numbers)

LButcher@rts.org.uk

Chris Fella and FROG Support – FROG is the IT company we use. If you have any issues with your RTS emails or general technical issues, please contact FROG.

support@frog.co.uk

Poppy Padgett – DDA (HO uses the Corporate Communications team DDA to help publicise our activities, events, awards and general updates. Feel free to contact DDA should you have anything you would like the wider press to be aware of -

Poppy@ddablueprint.com

Other important people:

Lynn Barlow, RTS Regions Representative, Board of Trustees

Simon Pitts, RTS Nations Representative, Board of Trustees

Jane Turton, RTS Chair, Board of Trustees