



## NOA COUNCIL OVERVIEW

### About the NOA Council

The NOA Council is an elected body which helps shape the strategic focus of the NOA, to be tactically implemented by the NOA Executive (full-time employees). The Council is formed of NOA members representing the entire sourcing industry: buyers, suppliers, support; all key verticals, all key horizontal functions, all leadership positions.

The NOA Council consists of 16 elected representatives and is joined by Honorary representatives from NOA Premier Member companies who proactively support the NOA Executive to deliver key initiatives, such as chairing Special Interest Groups or driving collaborative research projects.

The Council is elected on an annual basis by the NOA membership to deliver a proposed manifesto.

### Council Roles:

There are a total of 16 elected roles on the Council and all are now open for election each year. Incumbents may re-stand. Each representative can serve a maximum of three terms. The roles are as follows:

- Buy-side – we are seeking 4 Council members
  - 1 public sector buyer representative from Local Government, National Government or other public body
  - 2 representatives from large corporate buyers
  - 1 representative from a SME buyer of outsourcing services (less than 250 employees)
- Suppliers – we are seeking 4 Council members
  - 1 large provider of ITO services
  - 2 large providers of BPO services
  - 1 SME service provider (less than 250 employees)
- Advisors – we are seeking 4 council members
  - 1 legal representative
  - 2 consultants
  - 1 other advisor
- Open roles – we are seeking 4 Council members
  - These open roles can cover all of the above positions, as well as any vertical sector. They can also cover subject specialisms, such as education and qualifications, standards, innovation, shared services, robotics, SME, etc

If your proposed manifesto does not relate to the proposed buy-side, supplier or advisor positions, please highlight you are going for an open position on the nomination form.

### About the NOA Management Council

The Council will then nominate four of its number to form the NOA Management Council and elect the Chair. The Management Council will be the interface with the NOA Executive, observing that projects are delivered according to the agreed strategy, through meetings on a quarterly basis.

### About the NOA Chairperson

The Chairperson of the NOA has a figurehead position within the NOA, yet like all other Council members still has a publicly declared, year-long mission to achieve.



The Chair position requires the most time commitment, as in addition to bi-annual Council meetings and quarterly Management Council meetings, the Chair of the NOA will be requested to attend and sometimes address audiences at key industry events.

The Chair is elected on annual basis and can serve a maximum of 3 terms.

The current Chair, Chris Day of Phoenix Group, was voted into role in the middle of 2015 and as such, the Chairperson position is not currently up for election.

### **Council Involvement**

Being on the NOA Council is a twelve month commitment. All Council Members are requested to attend two Council meetings per year, in order to create a blueprint for NOA initiatives.

All Council members are also requested to set out their “manifesto” as a year-long programme of activity, with clear objectives, and results reported at year end. Although the Council member will be required to lead their programme, the NOA Executive will manage the delivery. Council members should be available to fulfil on any follow-up work they commit to and involvement in sub-activities, if applicable. Council members should expect to invest a minimum of 20 hours over the 12 month period – with some investing significantly more time, if so volunteered.

It is also required that Council members support the Association’s goals, policies, including the NOA’s commitment to best practice in all aspects of sourcing and outsourcing, and not act against the interests of the NOA. In this respect the nominee must sign the Principles of Good Governance and Code of Best Practice of the NOA **before** they can take up their position once elected. *This document is available from the NOA Executive.*

### **Council members are requested to support the NOA through:**

- Ideas / planning / steering of manifesto campaigns
- Contributions to industry awards, standards and qualifications
- Nominations for benevolent spend (to be proposed to NOA Management Council)
- Providing contacts for potential membership, speaker, partnering opportunities

### **Our most ardent Council members can also get involved to:**

- Chair or present at NOA events
- Represent the NOA in the media, working in conjunction with the NOA press office
- Develop thought leadership pieces for publication in national and key trade press
- Be NOA ambassadors by speaking / judging / contributing /networking etc. at third parties’ initiatives

Roles on the Council are unpaid and there is no allocation for travel expenses. Meeting venue and catering bills are however covered by the NOA.

### **How to run for the Council**

Each candidate must be a member of the NOA in good standing when the nominations close and not have acted against the interests of the NOA. (Currently, only representatives of corporate members of the NOA can stand for election, though all members, including individual members, can vote).

Please fill in the attached [nomination form](#) and set out your personal “manifesto” within. Every candidate must submit a biography (one page) in English along with your photo (this is just to make the Council more personable).



If you wish to run for any one of these positions you must email your nomination form and your biography in by the deadline (see dates below) to [admin@noa.co.uk](mailto:admin@noa.co.uk). The biographies received will accompany the ballots sent out by the NOA.

If you are not currently a corporate member, but are interested in becoming one, please contact the NOA office on 020 7292 8686 or [admin@noa.co.uk](mailto:admin@noa.co.uk).

## Timetable

The key dates in this year's election are:

- **12/01/16** - Call for nominations open
- **10/02/16** - Nominations close and all biographies should be received at the NOA offices by 23:59 hrs GMT
- **15/02/16** - Ballots with the associated manifestos and biographies are sent by email to eligible voters (members in good standing)
- **04/03/16** – Voting closes. Votes must be received at the NOA office, either by mail, fax or email by 17:00 hrs GMT
- **07/03/16** - The election results will be announced, to representatives directly, to press and posted on the website
- **14/03/16** - First Council meeting will be held from 15:00 - 18:30 continued over private dinner in Central London

## Who votes and how?

All nominees' manifestos and bios are sent out with ballot papers to all members of the NOA – both individual and corporate members. Only 5 individuals from any given company can vote for any given nominee. This rule has been put in place to ensure fair representation of votes from a nominee's employer or supplier/client. Nominees are actively encouraged to canvass members to vote for them and their manifestos, and the NOA will provide a list of all corporate members to all nominees to market to (though no individual contact details are shared).

The NOA will consistently call for voting throughout the open election period.

## What you should put in your manifesto

The "manifesto" was a new approach for the 2015 elections and was introduced to ensure Council members have clear understanding of what their specific role/responsibility on the Council is and clearer visibility of achievement, and to ensure the NOA is driving initiatives that the membership values.

The manifesto should be your proposed pledge of programme to deliver, set out over 400 words under the following headings:

- Issue/s or challenge/s you are looking to address
- Objectives
- Proposed approach to address challenge /suggested activities
- Target results

A manifesto can be very simple, for example, the Challenge can be that the industry does not have consensus on what constitutes real innovation. The objective therefore can be to define an industry



recognised innovation framework. The approach can be to hold SIG meetings on the subject to produce a formal document. In this example, the NOA's Executive will attract delegates to join the SIG and will write the framework document and the Council representative's role would be to help define the agendas, chair the meetings and then approve the document.

Manifestos voted in in 2015 included:

- Reshoring reseach
- A vision for outsourcing 3.0
- Research into win:win relationships and transparency
- A collaboration platform
- An APPG for outsourcing and shared services
- Development of a risk methodology

Please feel free to be self-indulgent and develop manifestos to address your own challenges – as your challenges are likely to be similar to those of fellow members and therefore fulfil a key industry need. The voting will tell!

#### **What you should put in your bio**

Your bio should include information such as: relevant personal or professional circumstances; your current employer, experience and qualifications in outsourcing and in particular information which is relevant to the position you are submitting for.

Members will be interested in any previous involvement on other boards and previous involvement in the NOA.

Please note that this should be no more than 250 words.  
Please add a photo to make your submission more personable.

#### **Questions?**

Please contact [kerryh@noa.co.uk](mailto:kerryh@noa.co.uk) or call Kerry Hallard on 020 7292 8686.