

# BMAA Council Membership Nomination Form

## Notes – please read carefully before applying

### What does Council do?

If you are interested in becoming a member of the BMAA Council, the first thing is to find out what the Council actually does. Council is the name given to the Board of Directors of BMAA Ltd., and they are there to ensure the long-term future of the BMAA and to ensure that it meets the objectives set out for it. Council does not interfere in the day-to-day affairs of the BMAA, which is the job of the staff. They may give direction to the staff through the CE, but it is up to the CE to carry out their direction. There is a separate document called 'Council Member Induction', which gives greater detail.

### How do I get nominated?

Assuming you've read all the relevant documents, and are prepared to make your time available, this is the process.

- If, after the next AGM, there will be less than a full complement of Council members, an election will be called for the vacant places. The election takes place during the months prior to the AGM and it will be publicised on the BMAA website.
- In order to be nominated, you should fill in the attached form and submit it before the closing date given in the announcement. You must also submit your manifesto, no more than 300 words, and head and shoulders image of yourself electronically.
- Your Proposer and Secunder must also electronically submit a short, no more than 60 words, summary of why they believe that you would be a benefit to the membership as a BMAA Council member.
- The details submitted by all parties will be published on the BMAA website.
- Election is normally by postal or online vote, but other means may be used if thought necessary.
- The results are normally announced on the BMAA website shortly before the AGM.

### Completing this form.

- **Nominee.** Must be a current member and have been a member for a continuous year prior to election. You must not be disqualified by law from being a director of a company.
- **Proposer.** Must be a current member of the BMAA. Must not propose and second the same nominee. May propose as many nominees as there are vacancies.
- **Secunder.** Must be a current member of the BMAA. Must not propose and second the same nominee. May second as many nominees as there are vacancies.

Status	Name	Signature	BMAA No.	Date	Office Use
Proposer					
Secunder					

Status	Name	Signature	BMAA No.	Date	Office Use
Nominee					
Declaration	<ul style="list-style-type: none"><li>• I declare that I shall have been a member of the British Microlight Aircraft Association continuously for one year prior to the forthcoming Annual General Meeting.</li><li>• I declare that I am not disqualified by law from being a director of a Company.</li><li>• If elected, I will make every effort to support the objectives of the BMAA as laid down in the Articles of Association.</li><li>• If elected, I will publicly support all the decisions of the BMAA Council and the BMAA itself.</li></ul>				

### Submitting this form.

- Return this form by post or email to be received no later than 31 January April 2019 1700hrs, marked **Confidential** to:  
CE. BMAA. The Bullring. Deddington. Banbury. Oxfordshire. OX15 0TT
- Your manifesto and image should be sent electronically to [geoff@bmaa.org](mailto:geoff@bmaa.org) for publication on the BMAA website.
- Supporting messages written by your Proposer and Secunder should be sent electronically to [geoff@bmaa.org](mailto:geoff@bmaa.org) for publication on the BMAA website.
- Applications received after the published closing date will not be accepted.

# BMAA Council Member Induction

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## Introduction

If you haven't been a Council member of the BMAA before, this is intended to give a brief introduction to

- (a) being a director,
- (b) the BMAA, and
- (c) other organisations the BMAA deals with regularly.

## Being a Board Member

As a Council member, you are a Director of BMAA Ltd., the company through which the BMAA transacts all its business. You are a member of the Board of that company, and the terms Board and Board Member are used throughout for clarity.

### **The collective role of the Board is to:**

1. Ensure that the organisation complies with its Articles of Association and Rules and any other relevant legislation or regulations, such as the Companies Act 2006, Employment legislation, and the requirements of the CAA in relation to our approvals for airworthiness and licensing
2. Further the objects of the organisation as stated in the Articles of Association
3. Ensure that the policy and practices of the organisation are in keeping with its objects
4. Formulate and regularly review the strategic objectives of the organisation, in collaboration with the CE
5. Take legal and financial responsibility to safeguard the assets and the continuity of the organisation
6. Be satisfied that financial information is accurate and that controls and systems of risk management are robust and defensible
7. Act always in the interests of the organisation
8. Safeguard the wellbeing of the employees
9. Take appropriate professional advice in matters where there may be a significant risk to the organisation or where the association could be in breach of their duties
10. Ensure proper procedures are undertaken in the appointment and performance monitoring of the CE and other senior staff.

In carrying out the collective responsibilities of the Board the individual board member should:

1. Be properly inducted and continue to obtain ongoing briefing to ensure he/she remains aware of their duties and responsibilities and wider sector developments
2. Declare conflicts of interest, and exercise independent judgement at all times
3. Be an active advocate for the organisation
4. Represent the Board/organisation at meetings and events, and act as spokesperson when requested by the CE

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5. Contribute to the development of business strategy through constructive challenge and contributing ideas
6. Scrutinise performance of management in meeting agreed goals and objectives, and monitor the reporting of performance
7. Regularly attend Board meetings

## **The role of the Chair is to:**

1. Provide leadership for the Board in fulfilling its governance duties
2. Ensure provision of accurate, timely and clear information to board members
3. Liaise with, and provide support to, the CE with regard to the organisation's affairs overall
4. Plan the annual cycle of Board meetings and chair them
5. Ensure that decisions taken at Board meetings are implemented and that the organisation is run in accordance with the decisions made by the Board
6. Ensure overall Board effectiveness
7. Set and conduct the annual appraisal of the CE and support performance (with Board support)
8. Maintain the focus and commitment of the board, including renewal and succession planning
9. Ensure the performance of the board as a whole and for individual board members is reviewed at least annually
10. When necessary, lead the process of recruiting the Chief Executive and other members of the senior management team

## **The role of the Treasurer is to:**

The role of the Treasurer is to help the Board carry out its duty to provide financial oversight by:

1. Liaising with the CE in financial matters
2. Ensuring board members are supplied with financial information by staff in a form that enables them to understand the financial position and the outlook for the organisation
3. Acting as an interpreter in financial matters to board members who have limited understanding of finance
4. Ensuring the maintenance of accounting standards by the organisation and sound internal controls
5. Taking the lead in developing policies relating to finances, reserves and investments
6. Providing strategic advice to the Board on financial matters
7. Considering the financial implications of strategic plans, annual budgets and financial management reports
8. Liaising with external auditors and taking the lead in their appointment.

## **How we do this:**

### **Induction**

1. You will receive this document when you first join as an aid to induction. Read it thoroughly, and if you have any questions, consult the Chairman.

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2. Then read the Articles of Association and the BMAA Rules, as we are legally bound to comply with these documents. They are available on the BMAA website - go to Information Library and BMAA Association documents.
3. We do not currently undertake any further formal training, as the organisation is relatively simple, and we don't want to overload you with information at the start. You are expected to try to keep yourself as informed as possible about your responsibilities in your own time.

## Working as a Team

1. It is absolutely essential that the Board can work together as a team, respecting each other's best intentions even if you disagree with them on particular issues.
2. Those who believe that coming on Council is a way of getting a particular issue changed may be more effective working from the outside.
3. You will see that a Board Member's prime responsibility is as guardian of the long-term health of the organisation as a whole. The best people to carry out this rôle are those who can take an overview of the organisation as a whole, and resistance to change may actually be helpful, since radical changes in direction are generally disruptive, and a rapid reversal of policy is *always* disruptive!
4. If for any reason you cannot work with the team, even if you believe you are right and the Council or an individual member is wrong, you should resign from Council and (if you wish to do so) put your case to the membership as a whole so that they can take that into account next time they are asked to vote. Airing your differences with Council members in public is always harmful to the BMAA.

## Meetings

1. Board meetings are held, usually six times per year and usually at the BMAA offices in Deddington. The dates are agreed at the first meeting as soon as possible after the AGM. In between meetings, a closed e-group enables discussion of issues, and a separate egroup has a polling facility to allow remote voting on propositions.
2. In order to carry out our responsibilities as defined above, we ask for, and review, reports from the staff.
3. If decisions need to be made, this is done, wherever possible, done in three stages;
  - a. Information is received, preferably in the form of a written report which members can read before they come to the meeting and on which they can form an opinion.
  - b. The report is discussed. The discussion must be confidential, so that everyone can speak as freely as possible
  - c. When there has been sufficient discussion, a proposition is put. You may vote for, or against, or abstain.
  - d. If you aren't sure, or feel there hasn't been sufficient information or sufficient discussion, you should abstain, and if there are sufficient abstentions, the proposition will be withdrawn until more information has been gathered to enable a decision to be reached.
  - e. In deciding how to vote, you should bear in mind that often it is more important for the BMAA *as a whole* that a decision should be taken promptly, than that your particular view should prevail.

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- f. However, once a proposition has achieved a majority of those present in a meeting (or of the entire Board on the group) it becomes Council policy, and you must be prepared to support it.
4. Once a decision has been reached, the discussion that led to the decision should be regarded as confidential, and while you are free (if you wish) to let it be known how you personally voted, you must publicly support the policy, and you must not divulge the basis of the discussion or how others voted.  
Partly this is to ensure that everyone feels free to discuss things openly, but there are also issues that must remain confidential for commercial or legal reasons. An edited summary of Council proceedings is published after each meeting, and this, of course, may be discussed freely.
5. As a general rule, propositions should not be revisited unless new information relevant to the topic comes to light. If a Council is seen to be reversing its decisions at the drop of a hat, it will quickly lose the respect and trust of the members.
6. If you feel sufficiently strongly that a wrong decision was taken such that you cannot support it in public, you should resign from Council.

## Appraisals

1. It is normal practice for Board members to have annual appraisals with the Chairman. This is not current practice in the BMAA, but I believe it will be helpful to Board members and the Chairman. I propose it should be short, informal and two-way. I hope to be able to keep records of attendance and voting records as a starting point for discussion.
2. The Chairman will also conduct an annual appraisal of the CE. The CE, in accordance with normal practice, will conduct annual appraisals of all the BMAA staff.

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## The BMAA

### Our history

The British Microlight Aircraft Association was formed in 1980 as a not-for-profit association and grew out of the British Minimum Aircraft Association which had itself been formed a few months before. It is an association, which means that it doesn't have any real powers, and as soon as it became necessary for it to look after funds on behalf of its members, it became necessary to form a limited company. The British Microlight Aircraft Association Ltd was formed in 1982 and its Articles of Association were lodged with Companies House.

Originally the Association was primarily a means of like-minded individuals communicating with each other. They also appointed officials to look after the finances, run the (very primitive!) magazine, disseminate safety advice, etc. Microlights pretty much fell between the cracks of existing legislation and in those early days there was no regulation.

In 1984, following some high-profile accidents and a debate in Parliament, the law was changed to require that microlight pilots should have pilot licences and that the aircraft should have a Permit to Fly. This required a great deal of heavy-duty negotiation with the CAA. The BMAA was lucky to have some very high-calibre people available to undertake this, and to ensure that as much of the regulatory work was undertaken by the BMAA.

Since then, our rôle has been a mixture of representation and regulation; we represent members' interests wherever this is relevant - local planning, Parliament, the EU, and mainly, of course, the CAA. But we also undertake the regulation of our members on behalf of the CAA.

Membership grew rapidly but for the past 20 years has been very stable at around 3600 members. Today there is evidence of a gradual decline in membership, which reflects the level activity in all sport aviation, both in the UK and in the US.

What do we do?

### Licensing

The BMAA checks all applications for pilot's licences so that the CAA only has to rubber stamp them. This provides some income, but generally only once in a pilot's career. Licensing is run from the ground-floor office.

The BMAA does not control or regulate instructors; indeed they don't have to be members of the BMAA. The BMAA does, however, provide a forum through which instructors can regulate themselves and agree on any updates to the syllabus, and the mechanism through which instructors gain and maintain their ratings.

### Airworthiness

The Technical Office is responsible for the airworthiness of all 'regulated' microlights registered with the BMAA - currently about 1900 aircraft in total. The Chief Technical Officer is responsible to the CE for all aspects, including approval of new designs, modifications and repairs, inspections (initial build, routine and after repair / modification) and test and check flying. We currently have a second full

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time engineer in addition to the CTO for design, modification and repair approvals, a full-time Chief Inspector to look after all inspections, and a part-time voluntary Chief Check Pilot to look after the approvals of check pilots. Although the vast majority of their work is on microlights, the BMAA is approved to work on aircraft up to 750kg MAUW.

## **Other Member Benefits**

The big issue that faces us in the future is providing more member benefits: the CAA is keen to remove as much regulation from sport aviation as possible. As a result we will be able to rely less and less on the issue of the Permit to Fly to generate and retain membership. The same goes for the magazine, which used to be the prime source of information on all things microlighting, but has to a considerable extent been replaced by the internet. Membership and airworthiness fees provide the majority of our income, and these may be at risk if we cannot provide alternative products to attract members.

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## Other Organisations

There are a number of other sporting organisations that we deal with amicably, and a little background may be helpful.

### **The Royal Aero Club**

The RAeC was founded in 1909 and was until the premier body dealing with aviation until the end of WWI. Today it is formed mainly of the various sporting aviation organisations (with a few commercial organisations and private members) and represents them at an international level, in particular with Europe Airsports and the Fédération Aéronautique Internationale (FAI) of which more later. It also organises a very prestigious award ceremony to recognise achievements of individual members. The awards are presented, where possible, by its President, HRH Prince Andrew. The BMAA has always taken a leading rôle in the RAeC (two of its chairmen, Dave Cole and Keith Negal, having also been chairmen of the RAeC), and it continues to do so today, though the BMFA (the British Model Flyer's Association) forms the overwhelming majority of the membership (36,000 out of a total of 69,000).

### **Europe Airsports**

A body which represents the interests of sport aviators are represented at the European Commission and European Parliament. Although microlights currently generally fly below the EU's radar, we need to keep a careful eye out for any unplanned consequences of European legislation. Our representation at EA is via the RAeC, and our representation on the RAeC committee ensures that we have direct access to whatever's going on there. Once again, the UK and the RAeC provided a disproportionate amount of effort in this forum, ensuring that the UK position is well represented.

### **Fédération Aéronautique Internationale (FAI)**

The FAI is the international body which looks administers international competition and world records. Based in Lausanne in Switzerland, it mostly derives its income from the 'National Airsport Controls' (in the UK, that's the RAeC) and they administer particular sports through their Air Sport Commissions. For microlighting and paramotoring, that's CIMA (I'm not sure what it exactly stands for) and once again the UK punches above its weight. The BMAA elects a national representative on this body. There is a long-term debate about funding of the FAI, since about half our RAeC subscription goes the FAI, though only a tiny proportion of our members want to compete internationally or try for world records.

The FAI also receives a substantial income from its sponsors (currently Breitling) and has for many years tried to promote higher recognition of sport aviation at international level by organising events such as the World Air Games. Currently there is a subsidiary company (called FAME) tasked with promoting sport aviation. There is unease among some NACs at the large amounts of money involved in this exercise.

### **European Microlight Federation (EMF)**

The European Microlight Federation was set up to represent the interests of European microlighters with EASA, and does so by being represented at Europe Airsports. It's the best way of keeping in touch with the requirements in other member states and can help to ensure that the regulations (although they fall outside the remit of EASA) are as consistent as possible across the various member states. The BMAA sends a representative to the EMF.



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## **Light Aircraft Association (LAA)**

The Ultralight Flying Association was founded in 1946 to look after the interests of those who wished to design and build their own aircraft and a couple of years later it became the Popular Flying Association (PFA). It maintained a small but dedicated following for many years, but expanded enormously with the availability - mostly from the US - of kit aircraft that could be completed with much less skill and time than before. Rebranded in 2007 as the LAA its primary function is that of airworthiness for amateur-built aircraft. They deal with a wide variety of aircraft up to four seaters and including historic and warbirds. They administer about 500 microlights. Although they have some capability for training, their primary focus is still engineering.

## **BHPA**

The British Hang Gliding and Paragliding Association does what it says on the tin. They have always had third party insurance cover included as a member benefit, and it now paramotors and powered hang gliders as well as deregulated single seaters. They operate a voluntary pilot rating system and an instructor rating system which includes paramotors and powered hang gliders. They can help to ensure membership by controlling most of the hill-launching sites.

## **BGA**

The British Gliding Association has a membership of around 8000. Gliders were deregulated in the 1930s and the BGA looked after them outside CAA control with great success - more or less uniquely in the world. Recently most gliders have come under EASA regulation. Like the BHPA, they ensure membership levels by controlling all the gliding sites in the UK. The BGA is actually made up of the gliding clubs, rather than the individuals in the clubs.

## **GAAC**

The General Aviation Awareness Council is a body which principally works to protect airfields. It has planning experts on call to help with individual airfield matters and also work with Government to highlight potential problems affecting airfields and influencing planning processes. The BMAA is a contributing member of GAAC.