**ON SOCIETY ELECTIONS**

11/01/2024

**Job descriptions:**

**OLD NORVICENSIAN SOCIETY**

**Organisation:**

When a pupil leaves Norwich School, they automatically become an ON and a member of the ON Society for life and membership is free. The primary purpose of the ON Society is to foster communication, networking and friendship amongst former pupils and with the school. It also assists the school by providing support in the form of fundraising and expertise from individuals willing to volunteer their time and services. The ON President and Vice President work closely with the staff in the Norwich School Development Team as they implement together the ON programme of activities and assist in delivering the school’s strategic priorities.

**Role Description - President**

The President is the figurehead of the ON Society and is responsible for representing the ONs. The President of the ON Society will be expected to:

* Be a point of contact for ONs who may wish to raise matters with them in relation to the school and its operations or the ON Society
* To attend ON Society meetings
* MC and give a short speech at major ON events each year (ON Dinner, ON London Drinks Reception and ON Day)
* To provide general assistance to the Norwich School Development Team in fundraising and other strategic priorities
* Attend, where possible, other significant ON and Norwich School events to represent the ON Society
* Provide a brief report for the annual ON Magazine (approximately 250 to 300 words)
* Support and promote ON membership and participation in school activities, events and fundraising campaigns.

**Role Description - Vice President**

The Vice President plays a key role in supporting and assisting the President and standing in on occasions when the President is unable to perform his / her duties.

The Vice President of the ON Society will be expected to:

* Support the ON President in his / her role
* Attend ON Society meetings
* Attend major ON events each year (such as ON London Drinks Reception, ON Match Day, ON Dinner and ON Day), deputising for the President as necessary
* Attend, where possible, other significant ON and Norwich School events
* To provide general assistance to the Norwich School Development Team in fundraising and other strategic priorities
* Support and promote ON membership and participation in school activities, events and fundraising campaigns.

**Experience:**

The ON Society President and Vice President must be committed to make a meaningful difference to the ON experience. They should be accustomed to and comfortable with public speaking and will ideally have senior management experience. They must also be well organised, care deeply about the school, be reliably supportive and have sufficient time to give. Full support from the School’s Development Team will be offered.

**Tenure:**

President and Vice President agree to a 2-year term and one month prior to the end of their term elections will take place to elect a new President.

**ELECTION TIMETABLE:**

**12/1/2024 - 19/1/2024**

Notification of election date.

ONs able to put themselves forward to stand for above positions.

All candidates please confirm their intent by writing to Rachel Lightfoot in the Development Office. Telephone: 01603 728431 or via email: rlightfoot@norwich-school.org.uk

Rachel is happy to have informal discussions with any candidates considering applying.

**19/1/2024**

**Deadline for notification of standing.**

**19/1/2024 to 1/3/2024**

Upon notification of standing, candidates are required to submit a 200-word statement on why they should be elected and what they would bring to the role.

**1/3/2024**

Last date for submission of statement.

Statements for each candidate will be available on the ON pages of the Norwich School website and emailed out to all ONs with voting instructions.

Polls are open for one week.

**8/3/2024**

Election day.

Polls close at midnight.

Votes counted.

**9/3/2024**

Deadline day for results to be announced via email and the ON pages of the school website: [www.norwich-school.org.uk](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.norwich-school.org.uk%2F&data=04%7C01%7Cjpearson%40norwich-school.org.uk%7C096220f4a07649beddc108d982d02c78%7Cee9f181502c544089dab2cb52c8e7fbd%7C1%7C0%7C637684652885088578%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=EfakCx3gvXo%2FRW6YjEto3feauqxG7ibdLHqu2tAlq14%3D&reserved=0)

New President and Vice President assume duties from midnight for their term in office.

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