

Procedures for the Appointment of Schools Director

Please note that these procedures will be conducted throughout in the strictest confidence.

Term for three years as Director, in charge of 2 weeks of Summer School, working with the other Director.

Criteria for appointment:

It is expected that all candidates will have a good record of upholding the aims and objectives of the RSCDS with professional and personal integrity.

The nominee:

- shall be an RSCDS teacher of considerable experience
- shall have attended Summer School a number of times as a member of the teaching staff
- it is not a prerequisite that the applicant has served as a Depute Director but it would be advantageous.

Obligation : To attend Schools Subcommittee throughout the term of office.

The Schools Director must remain resident at the main venue for Summer School (usually University Hall, St Andrews) for the duration of the school.

Nominators

The proposer and seconder, who will be asked to provide references, must be members of the RSCDS.

Nominations *shall* be made on the appropriate form (ES-20), and must be received by the Executive Officer of the Society by 31st August, prior to the Summer School for which they seek appointment.

All relevant papers shall be passed to the panel, consisting of the RSCDS Chairman, the Chairman Elect, the Convenor of Education and Training, the current Schools Director and a member from the Summer Schools teaching staffing list. The panel will make a recommendation for appointment to the Management Board.

If any member of the above panel is either nominated or acts as a referee for an applicant, he/she will not be able to participate in the appointment procedure for that applicant.

All applicants will be sent written notification of the result following approval by the Management Board.

N.B. In the event of there being only one application, the Management Board are not bound to offer the position to that applicant and the decision of the Management Board will be final.

Supporting documents:

Job description (ES-19)

Nomination and Consent Form (ES-20)