**January 2014 Newsletter from the ICS Headquarters**

**Shipping Network submissions**

The deadline for submissions will be **23rd January 2014**. You can send your submissions to Carly directly – editor@ics.org.uk

**Branch accounts and minutes of your AGM**

Our rules require branches to submit their annual accounts each year to the head office.  It would be very helpful if you could send, alongside your accounts, the minutes of your AGM (showing that you have approved the accounts!).

We’d be delighted if you wanted to send copies of minutes from committee meetings etc. The more information we have about your branch and your activities, the more we can support.

**Executive Council and deadline for membership applications**

Executive Council will be held (via video conference) on Wednesday 26th February. Therefore, the deadline for membership applications is **Tuesday 11th February**.

We do our best to process the applications as quickly as possible, but applications received after the deadline causes delays to all the other applications. We really need branches to help us to get all the applications in on time, and the completion of your vetting as swiftly as possible.

**Your Executive Council**

We recently completed the elections for our Executive Council.

The composition of this Council, which acts as Controlling Council in executive session, is made up from five senior officers (President, Vice President, Chairman, Vice Chairman and the immediate past President/ Chairman), the three chair/men of our Federation Council, Membership Committee and Education and Training Committee alongside seven other members, elected from Controlling Council.

As Executive Council are, in essence, the board of directors that oversee the work of the Institute in between the annual Controlling Council meeting, it is important that all the branches know who is on this Council and their remit.

Executive Council meets four times per year. Since we are still operating under a tight travel budget, this Council meets three times by video conference and once a year face to face. At each meeting of the Council they will look at the financial performance and projections of the Institute, and have a report from both the director and head of finance. They receive reports from the three chair/men of our Federation Council, Membership Committee and Education and Training Committee. The Executive Council also performs the important tasks of electing new members, and have the same authority as Controlling Council except for the election of members under byelaw 50 (election by non-examination).

Our current composition is;

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| --- | --- | --- |
| cid:image006.jpg@01CEFFEE.F41CA3A0 | **Robert Woods** | **President** |
| cid:image007.jpg@01CEFFEE.F41CA3A0 | **Richard Brook-Hart** | **Chairman** |
| cid:image008.jpg@01CEFFEE.F41CA3A0 | **Bruce Ogilvy** | **Vice President** |
| cid:image009.jpg@01CEFFEE.F41CA3A0 | **Tony Dixon** | **Immediate Past Chairman** |
| cid:image010.jpg@01CEFFEE.F41CA3A0 | **Andrew Dobson** | **Federation Council Chairman** |
| cid:image011.jpg@01CEFFEE.F41CA3A0 | **Susan Oatway** | **Education and Training Committee Chair** |
| cid:image012.jpg@01CEFFEE.F41CA3A0 | **Robert Hill** | **Membership Committee Chairman** |
| cid:image013.jpg@01CEFFEE.F41CA3A0 | **Richard Helm****Canada Branch** | **Elected to Executive Council in 2012** |
| http://www.icscy.com/images/members/stephen_fyfe_photo.jpg | **Stephen Fyfe** **Cyprus Branch** | **Elected to Executive Council in 2012** |
| http://api.ning.com/files/Z16gEPwhZniwX9r2iw*E-UO4n6iJ7mfhlaRElbXpr9fSpPJBiWxwo3OsEY18VfTnEAwpAdN-zcGbt1SNYV8GBuT9IxgnTObc/LUIS.jpg?width=184&height=184&crop=1%3A1 | **Luis Bernat****Denmark Branch** | **Elected to Executive Council in 2013** |
| cid:image016.jpg@01CEFFEE.F41CA3A0 | **Natalia Margioli** **Greece Branch** | **Elected to Executive Council in 2012** |
| RW 1 | **YK Chan****Hong Kong Branch** | **Elected to Executive Council in 2013** |
| http://www.ics.org.sg/images/Subhangshu-Dutt.png | **Capt Dutt****Singapore Branch** | **Elected to Executive Council in 2009** |
| http://www.icssa.co.za/images/phocagallery/ICS-SA-2013-Prize-Giving/thumbs/phoca_thumb_l_ics-2013-prize-giving-075.jpg | **Natasha Flack-Vaughan****South Africa Branch** | **Elected to Executive Council in 2013** |

**Internal Auditor elections**

We are still looking for nominations for the Internal Auditor. Please complete the following nomination form and send it back to me. We’ve extended the deadlines for nominations until **30th January** as we hadn’t received any nominations.

It’s a really valuable position, acting as an independent assessor of the policies and procedures running at head office. There are always improvements we can make, and I personally value the input of a member who can bring their experience to the workings of this office.

It would be helpful to some brief information about your nominee as many members of our Controlling Council are new in 2014, and some of the nominations will be unknown to them.

Nomination for Internal Auditor

I hereby nominate Mr/Ms …….............……………… (MICS / FICS), with membership number ..............................  for election as the Chairman’s Internal Auditor, at the elections to be held during January 2014.

Brief paragraph about the nominee (no more than 250 words)

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Proposed by ..........................………………….(Name of Member / Fellow)

Membership number ...................................

Seconded by .............................………………..(Name of member / Fellow)

Membership number ...................................

Please email this form, no later than 30th January 2014, to j.lithgow@ics.org.uk