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INDIVIDUAL MEMBERSHIP PACK

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Dear Applicant,

RE: INVITATION TO NOMINATE FOR INDIVIDUAL MEMBERSHIP OF FOBISIA

Thank you for your interest in becoming an Individual Member of FOBISIA. Individual Membership is open to former Heads of FOBISIA Member Schools.

FOBISIA is the premier Federation of British international schools in Asia. We are a diverse and inclusive community offering peer-to-peer support and extensive networking and collaboration opportunities to our members. FOBISIA's core business is focused on continuing professional development, student enrichment, quality assurance, safeguarding, and representation among our counterparts and in the UK Government.

In an effort to retain the substantial breadth and depth of institutional knowledge that exists within Member Schools in the region, FOBISIA offers a category of membership for individuals who have held Headships of FOBISIA Member Schools in the past. Individual Membership provides opportunities for experienced education leaders to remain engaged within the region and contribute to the FOBISIA experience for Member Schools.

There are two subcategories of Individual Membership which are Ordinary Individual Membership and Honorary Membership. Honorary Membership aims to recognise former Chairs of the FOBISIA Board, along with Founding Members, for their leadership over the history of the Federation. Ordinary Individual Membership recognises former Heads of FOBISIA Member Schools.

The benefits of becoming an Individual Member of FOBISIA include:

- An invitation to attend FOBISIA meetings and events, including the biannual Heads' Business Meetings, annual AGM, annual Leadership Conference*;
- Opportunities to sit on the FOBISIA Board to share valuable expertise and experience, and contribute to the strategic planning and direction of the Federation;
- A listing on FOBISIA's website and in the FOBISIA Membership Handbook & Directory;
- A formal welcome in FOBISIA's membership eMagazine, THE FOBISIAN,
- Permission to use the FOBISIA logo; and
- A FOBISIA Individual Member Certificate and Badge.

To nominate for Individual Membership of FOBISIA, please submit an expression of interest to FOBISIA HQ, including a Letter of Introduction, a Nomination Form and a

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signed Code of Conduct. The Letter of Introduction outlines the nominee's work history in FOBISIA Member School/s and why they are seeking Individual Membership. The Nomination Form provides details of the nominee, as well as the proposer and two seconders, which must be existing Heads of FOBISIA Member Schools. The Code of Conduct sets out the principles which all Individual Members should follow in the course of their professional conduct and dealings with FOBISIA and its members. FOBISIA HQ can support this process.

Once complete, the expression of interest can be submitted by the nominee to FOBISIA HQ (info@fobisia.org) who will refer it to the Membership Committee for approval to elect (or co-opt) them as Individual Members of the Federation. Individual Members are re-elected each calendar year. There is no limit to the number of times Individual Members can be re-elected.

We look forward to receiving your nomination.

Yours sincerely,



Martin Towse

Chair, FOBISIA Membership Committee

Principal, St. Christopher's International Primary School

martin.towse@scips.org.my

**Note: There are no fees associated with Individual Membership of FOBISIA, however costs to attend FOBISIA events, including the Annual Leadership Conference, are the same as for Member School delegates.*

www.fobisia.org

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Sukhumvit 105, Bangna, Bangkok, Thailand, 10260



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Individual Member Nomination Form

We, the undersigned, hereby propose and second (*insert full name and email*):

Name:

Email:

to be nominated as an Individual Member of FOBISIA.

Sub-Category (*please tick*):

Ordinary Individual Member (other former FOBISIA Heads)

Honorary Individual Member (former FOBISIA Board Chair)

Member School Headship/s History (*please list*):

Member School	Headship Dates

PROPOSED BY:	SECONDED BY:	SECONDED BY:
Name:	Name:	Name:
Member School:	Member School:	Member School:
Signed:	Signed:	Signed:
Date:	Date:	Date:



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FOBISIA Individual Membership Guidelines

These guidelines set out the requirements for Individual Members of FOBISIA.

An Individual Member is a Member of FOBISIA that has been formally admitted to the Federation under the category of Individual Membership in accordance with FOBISIA's Constitution and more specifically, Section 4.1 of its By-Laws.

In an effort to retain the substantial breadth and depth of institutional knowledge that exists within Member Schools in the region, FOBISIA offers membership for individuals who have held Headships of FOBISIA Member Schools in the past. Individual Membership provides opportunities for experienced education leaders to remain engaged within the region and contribute to the FOBISIA experience for Member Schools.

There are two subcategories of Individual Membership which are Ordinary Individual Membership and Honorary Membership. Honorary Membership aims to recognise former Chairs of the FOBISIA Board, along with Founding Members, for their leadership over the history of the Federation. Ordinary Individual Membership recognises former Heads of FOBISIA Member Schools.

Conduct of Individual Members

In being admitted to the Federation, the following expectations must be met by Individual Members.

- Communication with FOBISIA HQ, FOBISIA Member Schools and other FOBISIA Members must be conducted in an open, clear and co-operative manner.
- Individual Members must comply with the letter and spirit of all applicable laws, rules, regulations and requirements of Singapore, their country of residence and any other country within which they operate, as well as the FOBISIA Constitution and By-Laws.
- Individual Members must promote professional standards within the international education industry.
- The FOBISIA membership status of an Individual Member must be correctly described on all publicly available materials at all times, and that upon the cessation of FOBISIA membership (whether because it has been cancelled, has lapsed or otherwise), all representation of the association with FOBISIA will also cease.
- Individual Members must act in the best interests of FOBISIA's membership.
- Individual Members must safeguard confidential information in relation to FOBISIA or FOBISIA Members which they may have obtained by virtue of their association with FOBISIA. They must ensure that such information is used only for the purpose intended and not in an unprofessional or unlawful manner (including to procure a personal or business advantage).
- Individual Members must avoid actual or perceived conflicts of interests at all times. For the purposes of this section, a "conflict of interest" is considered to exist in a situation where the individual has or is perceived to have competing professional or personal interests preventing them from acting in the best interests of FOBISIA and FOBISIA Members.



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- Individual Members must have adequate provision for child protection/safeguarding where they are working directly with children.

Individual Membership Benefits

The benefits of becoming an Individual Member of FOBISIA include:

- An invitation to attend FOBISIA meetings and events, including the biannual Heads' Business Meetings, annual AGM, annual Leadership Conference*;
- Opportunities to sit on the FOBISIA Board to share valuable expertise and experience and contribute to the strategic planning and direction of the Federation;
- A listing on FOBISIA's website and in the FOBISIA Membership Handbook & Directory;
- A formal welcome in FOBISIA's membership eMagazine, THE FOBISIAN;
- Permission to use the FOBISIA logo; and
- A FOBISIA Individual Membership Certificate and Badge.

Individual Membership Application Process

To nominate for Individual Membership of FOBISIA, a proposal, or Expression of Interest (EOI), is to be submitted to FOBISIA HQ, including:

- a Letter of Introduction (including acknowledgement that you have read and understood these guidelines);
- a Nomination Form; and
- a signed Code of Conduct.

The Letter of Introduction outlines the nominee's work history in FOBISIA Member School/s and why they are seeking Individual Membership. The Nomination Form provides details of the nominee, as well as the proposer and two seconders, which must be existing Heads of FOBISIA Member Schools. In being admitted to the Federation Individual Members must meet the expectations set out in FOBISIA's Code of Conduct for Individual Members. FOBISIA HQ can support the application process.

Once complete, the expression of interest is submitted by the nominee to FOBISIA HQ who will refer it to FOBISIA's Membership Committee for a recommendation for approval to elect (or co-opt) them as Individual Members of the Federation, on behalf of the FOBISIA Board.

The proposal will be considered at the next meeting of the FOBISIA Board. An individual is considered approved upon receiving fifty per cent (50%) or more of the vote of the members of the FOBISIA Board present at the meeting.

Individuals proposed and seconded for election as Co-opted Members will normally be a leaving or retiring member, or may be individuals who have been closely associated with the Federation.



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The Board reserves the right not to approve Individual Membership Applications, where there is evidence that the nominee is not fit for admission.

Continuing Membership

Individual Members are re-elected each calendar year. There is no limit to the number of times Individual Members can be re-elected.

Discontinuing Membership

Individual Members may resign their membership at any time via notification to the Chairman of the Board.

Where there is evidence that Individual Members have not complied with FOBISIA's Individual Membership Guidelines and Code of Conduct, the FOBISIA Board reserves the right to suspend or discontinue their membership. In such a case, the Chairman of the Board will serve a notice to the Individual Member, stating the reasons, and the Individual Member has the right of appeal. That appeal shall consist of a letter of appeal, with relevant supporting documentation, sent by the Individual Member to the Chairman of the Board. The FOBISIA Board shall consider the appeal no later than the time of its next Board meeting. All orders, decisions and recommendations made by the FOBISIA Board following the consideration of the appeal shall be final, conclusive and binding.

Fees & Discounts

There are no fees associated with Individual Membership of FOBISIA, however costs to attend FOBISIA events, including the Annual Leadership Conference, are discounted at the same rates as for Member Schools.

Further Information

Please also refer to FOBISIA's [Individual Membership FAQs](#) available on its website. After making enquiries with FOBISIA HQ and if Individual Membership is deemed to be a good fit, FOBISIA HQ will share an Introduction Letter, a Nomination Form and the Individual Membership Guidelines and outline the process for applying for Individual Membership.

For further information on Individual Membership or to enquire about membership, please contact info@fobisia.org.

Code of Conduct for Individual Members

In being admitted to the Federation, the following expectations must be met by Individual Members.

- Communication with FOBISIA HQ, FOBISIA Member Schools and other FOBISIA Members must be conducted in an open, clear and co-operative manner.
- Individual Members must comply with the letter and spirit of all applicable laws, rules, regulations and requirements of Singapore, their country of residence and any other country within which they operate, as well as the FOBISIA Constitution and By-Laws.
- Individual Members must promote professional standards within the international education industry.
- The FOBISIA membership status of an Individual Member must be correctly described on all publicly available materials at all times, and that upon the cessation of FOBISIA membership (whether because it has been cancelled, has lapsed or otherwise), all representation of the association with FOBISIA will also cease.
- Individual Members must act in the best interests of FOBISIA's membership.
- Individual Members must safeguard confidential information in relation to FOBISIA or FOBISIA Members which they may have obtained by virtue of their association with FOBISIA. They must ensure that such information is used only for the purpose intended and not in an unprofessional or unlawful manner (including to procure a personal or business advantage).
- Individual Members must avoid actual or perceived conflicts of interests at all times. For the purposes of this section, a "conflict of interest" is considered to exist in a situation where the individual has or is perceived to have competing professional or personal interests preventing them from acting in the best interests of FOBISIA and FOBISIA Members.
- Individual Members must have adequate provision for child protection/safeguarding where they are working directly with children.

Individual Members agree to accept all decisions of the FOBISIA Board as final and binding.

Signature: _____

Name: _____

Date: _____