**Becoming a Fellow**

Information and application pack

Introduction

Fellowship of the Arboricultural Association (the Association) is the highest grade of Association membership and is widely respected both within and outside the industry. Fellowship recognises an individual’s experience, contribution to and achievements in the field of arboriculture. It is open to individuals working in any area of arboriculture including consultancy, contracting and tree officer roles, education, science, and activism. It is also open to those who, despite not working directly within arboriculture, significantly contribute to the arboricultural profession through their work, research, voluntary work or dissemination of knowledge.

The Association is keen to see its members progress to Fellowship and welcomes applications at any time throughout the year. Applications for Fellowship are considered by a panel of appropriate members, and are discussed at Standards Committee.

### Guidance

This information and application pack sets out the criteria for Fellowship and how to prepare and submit your application. If you have any queries please discuss them with the Association’s membership team by calling 01242 522152 or emailing membership@trees.org.uk. Your application will be checked by Association staff for completeness before being passed to a panel who will assess and determine the application.

The panel will make its decision based solely on the information contained within your application. For this reason it is vital that you carefully consider this guidance and provide a comprehensive submission. If it is incomplete or deficient at the validation stage it will be returned with feedback.

If you have had an appeal upheld against you through the Association’s Complaints Procedure in relation to your work in the last two years, or if you have had any Crown, County or Civil Court judgements against you in relation to your work in the field of arboriculture, the Association reserves the right to not consider your application. If this is relevant to you, in the first instance please discuss your wish to apply for Fellowship with the membership team who will refer the matter to the CEO and/or Chair of Standards Committee.

### Criteria for existing members of the Association

For those seeking to upgrade their existing Professional Membership, the following criteria apply.

Applicants must:

* Have been a member of the Association for a minimum of five years, with a minimum of three of those years as a Professional member.
* Demonstrate a minimum of five years of professional arboricultural experience at an appropriately senior level, which would be demonstrated through a comprehensive CV.
* Provide evidence of the necessary CPD requirements (40 hours over three years), as any other member of the Association must do.
* Write a Personal Statement of between 500-1000 words which sets out why you believe you should be a Fellow of the Association, covering at least two of the following elements:
	+ Contribution to shaping arboricultural policy and practice.
	+ Contribution to improving standards in arboriculture.
	+ Contribution to the work of industry bodies such as the Association, LTOA, etc.
	+ Contribution to the dissemination of arboricultural skills or knowledge
	+ Contribution to furthering the science of arboriculture.
	+ Contribution to furthering public understanding and appreciation of arboriculture.
	+ Contribution to cross-industry understanding and appreciation of arboriculture.
* Provide two short supporting statements from either existing Fellow or Professional members,

verifying information provided above.

### Criteria for applicants for Fellowship from outside arboriculture

For those seeking to become Fellow members from outside of arboriculture, the following criteria apply.

Applicants must:

* Demonstrate a minimum of five years of professional experience working with trees, or tree related field, at an appropriately senior level, which would be demonstrated through a comprehensive CV.
* Provide evidence of the necessary CPD requirements (40 hours over three years).
* Write a Personal Statement of between 500-1500 words which sets out why you believe you should be a Fellow of the Association, covering at least three of the following elements:
	+ Contribution to shaping arboricultural policy and practice.
	+ Contribution to improving standards in arboriculture.
	+ Contribution to the work of industry bodies such as the Association, LTOA, etc.
	+ Contribution to the dissemination of arboricultural skills or knowledge
	+ Contribution to furthering the science of arboriculture.
	+ Contribution to furthering public understanding and appreciation of arboriculture.
	+ Contribution to cross-industry understanding and appreciation of arboriculture.
* Provide two short supporting statements from either existing Fellow or Professional members,

verifying information provided above.

##### Personal statements

All personal statements should be written in first person e.g. “I developed guidance documents…” You may include images, video content and web links to support your application.

Your submission will be assessed anonymously wherever possible, so please avoid references to your name or business name in your application submission.

### Referees

Your application must be supported by two of your peers (Referees) who, unless otherwise agreed, are existing Fellows or Professional members of the Association or a similar professional organisation.

Referees will have known you for at least two years and have a considerable insight into your knowledge and career to date. Only one of your referees can be from your current employer, in your immediate work group or have a commercial link with you. Your relationship to both your Referees should be declared.

Each Referee should provide you with a concise statement of support (no more than 500 words) that strictly focuses on validating some or all of the criteria information you have provided with your application.

Referees should not mention the applicant by name other than in the title in order to maintain their anonymity. Your referees may be contacted by the Association if further details supporting your application are required, so please ensure they are aware of this and provide an email address.

### Use of post nominals

Details relating to the use of post nominals can be found on the [Association Website](http://www.trees.org.uk/membership/Membership-details-grades)

Data Protection and Privacy Policy

Details relating to the Association’s Data Protection and Privacy Policy can be found on the [Association Website](http://www.trees.org.uk/membership/Codes-of-conduct)

### Continuous Professional Development (CPD)

Fellows should note that CPD is an essential requirement for ongoing Fellow membership; the current requirement is 60 hours over a three year period. A form for recording CPD is available from the [Association Website](http://www.trees.org.uk/Help-for-Arborists/Help-becoming-an-ArbAC) if required.

### Right of appeal

If you are unsuccessful in your application for Fellowship there is a right of appeal. Our Appeals Procedure is available to view on our website.

Application for Fellowship

[ ]  I am a current member of the Association

[ ]  I am applying from outside of Arboriculture

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| --- |
| Personal Details |
| Title: |       | Date of Birth: |       |
| Full Name: |       | Post-Nominals: |       |
| Address: |       | Home Tel: |       |
|  | Mobile: |       |
|  | Work Phone: |       |
| Town/City: |       | Work Mobile: |       |
| County/State: |       | Email: |       |
| Postcode: |       | Membership number (existing members only): |       |
| Country: |       |  |
| Chosen Elements for Personal Statement |
| *You must evidence at least* ***two*** *of the following elements in your Personal Statement if applying as an existing member of the Association, or* ***three*** *elements if you are not an existing member, please indicate below which elements you have chosen.* |
| Contribution to shaping arboricultural policy and practice.  | [ ]  |
| Contribution to improving standards in arboriculture.  | [ ]  |
| Contribution to the work of industry bodies such as the Association, LTOA, etc.  | [ ]  |
| Contribution to the dissemination of arboricultural skills or knowledge  | [ ]  |
| Contribution to furthering the science of arboriculture.  | [ ]  |
| Contribution to furthering public understanding and appreciation of arboriculture.  | [ ]  |
| Contribution to cross-industry understanding and appreciation of arboriculture.  | [ ]  |
| Contributions to tree care that fall outside of any of the aforementioned categories, may include charitable works etc. | [ ]  |

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| Personal Statement *(500 -1500 words)* |
|       |
| Required Supporting Documents |
| Detailed CV  | *Please include document title or provide a link* |
| Five years of CPD Records (unless recorded on AA online system)  | *Please include document title or provide a link* |
| Additional Documents; which may include pictures, weblinks and video files (please list these below, or include links where appropriate.) |
| *Please include document title or provide a link* |
| *Please include document title or provide a link* |
| *Please include document title or provide a link* |
| *Please include document title or provide a link* |
| *Please include document title or provide a link* |

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| --- |
| Referees |
| Referee One |
| Name: |       |
| Email Address: |       |
| Contact Phone Number: |       |
| Supporting Statement: | *Please include document title or provide a link* |
| Referee Two |
| Name : |       |
| Email Address: |       |
| Contact Phone Number: |       |
| Supporting Statement: | *Please include document title or provide a link* |

Declaration

I wish to apply for Fellow membership of the Arboricultural Association.

1. I will observe the Rules of the Association as set out in the Code of Conduct & Ethics.
2. I will endeavour to further the objectives of the Association.
3. I have read the Notes on Promotion and Use of the Association Logo. I will only use the Association’s Fellow logo in my advertising or on my stationery as authorised to do so.
4. I have read the Notes on Data Protection and Privacy Policy.
5. I will cooperate with the Association should it choose to undertake an investigation into any complaint made against me.
6. I understand that if accepted as a Fellow member of the Association I will become entitled to use the initials “FArborA” only after written confirmation from the Association
7. I understand that if my subscription to the Association lapses at any time I will cease to be entitled to use the initials “FArborA” after my name
8. I understand that if subsequent to a membership lapse of more than 3 years, I rejoin the Association, Fellow Membership can only be regained by fulfilling the Fellow Membership requirements applicable at the time of membership renewal
9. I understand that Continuous Professional Development is an essential requirement for ongoing Fellow Membership and that failure to engage in CPD and to provide evidence when requested may jeopardise my future entitlement to the grade of Fellow Member of the Association
10. I confirm that the enclosed documentation is correct to the best of my knowledge.

Name:       Date:

Signature: 

If completing this form electronically you can insert an electronic signature or alternatively we will accept your email submission as a statement of intent in place of a physical signature.