**NAVCA Trustee Board: Election of Chair, 2018 - 2021**

**What are we looking for?**

Full details of the role and the person specification are available [on our website](https://navca.org.uk/are-you-our-next-chair%3F). We are actively looking for candidates from a wide range of backgrounds and perspectives, particularly those that come from traditionally underrepresented groups.

**Who can be nominated?**

Although you have to be nominated by a NAVCA member organisation, you do not have to be an employee or a Trustee of the member organisation, or indeed to have had any direct experience of working in a local sector support and development organisation.

A NAVCA member can nominate more than one person, but a separate nomination and declaration form needs to be completed for each candidate.

**Who is disqualified from acting as a charity Trustee?**

Some people are disqualified from acting as charity Trustees, subject to waiver conditions.

It is normally an offence to act as a Trustee while disqualified unless the Charity Commission has given a waiver.

All nominees for any Trustee role with NAVCA are required to read the [Charity Commission’s guidance on disqualification](https://www.gov.uk/guidance/charity-trustee-disqualification) and to confirm that they are not disqualified from acting in such a role from 1st August 2018.

**Who is disqualified from acting as a company director?**

Under the Company Directors Disqualification Act 1986 the court may disqualify people:

* Who have been convicted of criminal offences relating to the promotion, formation, management or liquidation of a company
* Who have been persistently in default of company legislation for filing accounts and other documents
* Who have been found guilty of fraudulent trading or fraud
* Whose conduct as a director has made them unfit to be involved in the management of a company.

NAVCA is both a charity and a company limited by guarantee.

**How to nominate?**

The candidate must complete and sign the nomination form, which must also be signed by the nominated representative of the nominating NAVCA member.

The candidate must also sign the declaration form stating that they are not disqualified from acting as a Trustee and company director of NAVCA.

Every candidate should supply a CV and a statement of around 200 words in support of their candidacy – these will be circulated to voting members along with the nominations to inform their decision in the event of a ballot.

A digital headshot of the candidate should be attached to the nomination if possible.

**Submitting your nomination**

The nomination, declaration, statement and image (if applicable) should be returned by email, clearly marked as ‘Nomination for Chair' to Jane Ide, Chief Executive, at [jane.ide@navca.org.uk](mailto:jane.ide@navca.org.uk).

Nominations will be accepted by post by exception, and should be sent to Jane Ide, Chief Executive, NAVCA, The Workstation, Paternoster Row, Sheffield S1 2BX. Please mark the envelope clearly as ‘Nomination for Chair.’

We cannot accept responsibility for any nominations not received. If you want to confirm that your nomination has arrived safely, please mark your email with a request for a read receipt, or if posting, use a track and trace service to confirm delivery.

**Deadline**

The deadline for receipt of nominations is 5pm on 3rd August 2018.

**Nomination form**

**This form must be signed by the nominated representative of a NAVCA member organisation.**

The following person is nominated for election as Chair of NAVCA:

|  |  |
| --- | --- |
| Name of candidate |  |
| Candidate’s contact number |  |
| Candidate’s email address |  |
| Candidate’s current role (if applicable) |  |
| Candidate’s correspondence address |  |

Nominating member organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated representative’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate’s declaration**

**This form must be signed by the nominated candidate.**

I have read the person specification and role profile as published by NAVCA 🞏

I enclose a statement (approx. 200 words) and a current CV to support my candidacy 🞏

I have signed the declaration form 🞏

I consent to be nominated as Chair of NAVCA and understand that if elected to the role I will serve for a term of three years from the date of the 2018 AGM 🞏

I confirm that I am not disqualified from acting as a Trustee from 1st August 2018 🞏

I confirm that I am not disqualified from acting as a company director of NAVCA 🞏

I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me. 🞏

Signature of candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_