**NAVCA Trustee Board: Election of Trustees, 2019 - 2022**

**What are we looking for?**

This year we are opening nominations for **three** elected Trustees for a term of three years.

NAVCA is committed to continuous improvement of its governance. Having a Board with the right mix of skills and experience, as well as having people who are able to engage constructively and creatively with the issues facing NAVCA, is an important part of this process.

The Board of Trustees has a good mix of skills and experience, but it has recognised that the following areas need strengthening:

* IT/systems
* Digital marketing/communications
* Private sector business and business development
* Working in the public sector
* Philanthropy

We are also looking for some key attributes, including:

* Communication skills including listening and negotiating effectively
* Strategic and analytical skills
* Collaborative and collegiate behaviour
* Thorough understanding of governance and responsibilities of directors/Trustees.

We are actively looking for candidates from a wide range of backgrounds and perspectives, particularly those that come from traditionally underrepresented groups.

NAVCA is a digitally enabled, mobile and adaptive organisation. Nominees should be comfortable with the use of cloud based and collaborative digital platforms, particularly for the sharing of Board documents and information.

**The commitment**

NAVCA normally holds four full day Board meetings a year, with occasional Board development days and evening pre-meetings. Board meetings are held in a range of member locations across England, usually one each in the north, south, west and east of the country. Travel and accommodation expenses will be provided.

In addition, Trustees are strongly encouraged to participate in supporting the development of the organisation and the support it offers to members, for example by accepting speaking opportunities on NAVCA’s behalf or being involved in Board working groups looking at specific strategic or governance issues.

**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.

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 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 Trustee’ 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 Trustee.’

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 10th October 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 Trustee 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) to support my candidacy 🞏

I have signed the declaration form 🞏

I consent to be nominated as Trustee 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_