

# Nomination Form to stand for election as a Trustee To HaVACE

The Hill and Valley Area Community Enterprise are looking for Nominees from amongst its membership to stand for election as Trustees to the Community Enterprise. If you are interested please read the attached notes on the back of this form and complete the front of this form. On completing the form please could you pass it to Canon Martin Coppen, The Vicarage, St Mary Bourne, Andover, Hampshire SP11 6AY.

## General information

Full Name

Address

Email Address

Telephone Number (Day)  
(Evening)

Date of Birth

Why would you like to become a trustee of HaVACE ?

If elected would you be happy to fulfil any of the roles below (Please tick those that interest you):

- Treasurer
- Secretary
- Membership Secretary
- Fundraiser
- Minutes Secretary
- Other please specify
- General Trustee (I would not be interested in a specific role but would be happy to be a trustee).

## Declaration

I have read the notes on the back of the form, the constitution and am happy to nominate myself for election as a Trustee to the HaVACE association. I am not aware of any reason that would prevent me from being a Trustee (such as those listed on the back of this form). I am aware that there are personal responsibilities of being a Trustee and should be aware of what they are before becoming a Trustee.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

## Background information:

### What is required ?

The Charity is managed by a committee of Trustees, as a Trustee you would be responsible, along with your fellow trustees for the management of HaVACE. The Trustees are required to meet at least three times a year, attend the AGM although it could be more frequent, it is unlikely to be much more than once a quarter. The Trustees are elected (after they have agreed to stand) by the members at the Annual General Meeting. Please have a look at the charity Commission website if you would like more details of what is involved with being a Trustee - [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

### Restrictions

Generally speaking anyone who is 18 years or over, is a member of the association can stand for election as a trustee. However, certain people are legally disqualified from continuing to be, or from becoming a trustee. Obviously this will only affect a small minority of people. People who are disqualified are those who have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent; or are un-discharged bankrupts; or have made compositions or arrangements with their creditors from which they have not been discharged; or have at any time been removed by the Commissioners or by the court in England, Wales (or by the Court of Sessions in Scotland) from being a trustee because of misconduct; or are disqualified from being company directors; or are subject to an order made under s. 429(2) (b) of the Insolvency Act 1986.

### Appointing and Electing a Trustee

Trustees should be selected for what they can contribute to the charity. They should not be appointed for their status or position in the community alone. Trustees must be able - and willing - to give time to the efficient administration of the charity and the fulfilment of its trusts. They should be selected on the basis of their relevant experience and skills and must be prepared to take an active part in the running of the charity. They can be users of the charity services if arrangements are made to avoid conflicts of interest such as trustees voting for something from which they will personally and directly benefit.

### Liability

Some charity trustees, and people thinking about becoming trustees, are nowadays influenced by the thought that they might be "personally liable" if things go wrong with the charity. What they fear is that, if they make a mistake in the running of the charity or if it gets into debt, they might have to make good any loss or shortfall out of their own private resources. While for a few people this can be a real worry that leads them to resign their trusteeship, it is in fact extremely rare for a trustee to be made "personally liable" in this way. Generally the law protects trustees who have acted reasonably from the consequences of honest mistakes, and trustees can take their own measures to reduce the risk still further. More information can be found on the Charity Commission's website [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

### Further Information

If you would like to speak to someone, James Croser has offered to answer any questions people may have 01264-738869.