

Director / Trustee Nomination Form

2005

Please see notes on page 2

1. Name of Nominee (Print): _____

I accept this nomination as an individual and am willing to serve as a Director / Trustee of VOLG if elected.

(nominee's signature)

(date)

2. Proposed by (VOLG member): _____
(name of organisation)

(signature of organisation's representative)

(print name & tel)

3. Seconded by (VOLG member): _____
(name of organisation)

(signature of organisation's representative)

(print name & tel)

4. The closing date for nominations is 5 p.m. on Monday 27th June 2005

5. Completed forms must be accompanied by a brief biography (approx 500 words) of the nominee.

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*Please read the notes overleaf
before completing this form.*

*A list of member organisations is
enclosed.*

Duties of a Director / Trustee

- ensure that the organisation complies with its governing document (Memorandum & Articles of Association), company & charity law and any other relevant legislation or regulations;
- ensure that the organisation pursues its objects as defined in its governing document;
- ensure the organisation applies its resources exclusively in pursuance of its objects;
- contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- safeguard the good name and ethos of the organisation;
- ensure the effective and efficient administration of the organisation;
- ensure the financial stability of the organisation;
- appoint the Chief Executive and monitor his/her performance; and
- in addition to the above statutory duties, each Director / Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

Who is eligible to be a Director / Trustee?

Directors / Trustees must be over 18 years of age. For registered charities and companies there are additional restrictions disqualifying people who have been convicted of certain offences involving dishonesty or deception, undischarged bankrupts and those previously removed or disqualified from being trustees or company directors. VOLG requires Directors / Trustees to be members of the organisation as specified in our governing documents.

In making a nomination please remember that:

- Membership of the Board should reflect the diverse membership of VOLG and of the voluntary sector including consumer and carer groups in West Sussex. Nominations are encouraged from people who are users of services, carers, women and/or from a minority ethnic community.
- A Director / Trustee is elected as an individual, not as a representative of another organisation. The position is normally for three years, but individuals can choose to stand for one or two years instead.
- Directors / Trustees bring relevant experience, knowledge, skills and commitment to the organisation, the Board & any committees they may be involved in.

Practical Guidance to Completing the Nomination Form

- The nominated individual provides their name and signature.
- **Proposer:** could be from your own organisation (chairman, chief executive, director, etc. i.e. someone who manages you, not someone you manage). This might help you to clarify within your own organisation the role you will have with VOLG.

or a representative of a VOLG member from a different organisation to the nominee.
- **Secunder:** a representative of a different organisation to the proposer.
- It is suggested that, where possible, proposers & seconders for nominations are sought from outside the Board. This helps to clarify accountability to the general membership of VOLG. A list of member organisations is attached.