

**Become a Trustee/Director of Hastings Voluntary Action!**

**Would you like to govern and steer Hastings Voluntary Action and help it to provide better services for the local community?**

Hastings Voluntary Action is looking for people with time to spare to serve as a trustee/director for the forthcoming year. The Board is keen to ensure a strong balance in terms of age, gender, ethnicity, disability and size of organisation, and encourage all members to consider becoming a part of our management structure. If you can bring dynamic management, HR, fundraising, marketing, or networking skills into the mix, we would really like to hear from you!

HVA is a charitable company, and so elected members are trustees of the charity and company directors, with the liability of elected members being £1. The Board meets around 6 times a year with meetings held at HVA’s premises in Portland Place, Hastings. In addition trustees could be invited to join working groups which reflect their particular area of skill or interest. HVA can reimburse any out of pocket expenses.

Board meetings currently take place on Wednesday mornings at HVA’s offices from 10am to 12noon. We will organise an induction session for newly elected trustees/directors, and the next Board meeting will take place on Wednesday 31 January 2018.

**HVA’s current board comprises the following (as of October 2017):**

Mike Cornish, Winterbourne Close Residents Association

Graham Goode, Horizons Community Learning CIC

Ken Hales, Hastings & St Leonards Seniors’ Forum

James Johnson, Friends of Africa and the Caribbean in England (FACE)

Ann Kramer, Women’s Voice

Graham Morrow, Optivo Housing Association

Oliver Prandstaetter, Level Access CIC

Roger Sweetman, Southwater Area Community Centre

Our memorandum and articles of association require that all trustees retire at each AGM, but are eligible to stand for re-election. Our rules allow for up to ten trustees/ directors to be elected. HVA is now seeking nominations to fill these positions.

**Nominations:** Each organisation that is a member of HVA can nominate a representative to stand for election to join HVA’s trustees/directors. If you are unsure whether your organisation is a member of HVA you can check by going to <http://www.hastingsvoluntaryaction.org/grouplist> or contact HVA on 01424 444010.

If you would like to stand, or to nominate someone from your organisation, then please complete the enclosed nomination form. All HVA trustees/directors must be employees, volunteers, or trustees/ directors/ management committee members of their nominating organisation. If more than ten nominations are received then voting will take place by secret ballot at the AGM.

Nominations for the trustee vacancies must reach HVA in writing by **5pm on Monday 13 November 2017**. If you would like to discuss the role of trustee/director at HVA or would like further information, please contact Peter Thorpe, Deputy Director of HVA on 01424 444010 or email peter@hvauk.org



**Trustee Nomination Form for Hastings Voluntary Action – 2017/18**

This form must give details of the person and organisation making the nomination as well as the person nominated (nominee). The organisation making the nomination must be a current member of Hastings Voluntary Action.

Please return to: Peter Thorpe at HVA by **5pm Monday 13 November 2017**

by post to HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN

or by email to peter@hvauk.org marking the envelope or email with **“NOMINATION”**.

Note: Forms must carry signatures, so they must be returned either by post or emailed as a completed read-only pdf file.

Please contact Peter Thorpe on 01424 444010 if you have any questions.

**Section A - Proposer**

I wish to nominate the following person for election as a Trustee of the Hastings Voluntary Action at the Annual General Meeting on Tuesday 21 November 2017.

I confirm that my organisation is a current member of Hastings Voluntary Action.

|  |  |
| --- | --- |
| Name of Proposer |  |
| Title / Position |  |
| Organisation |  |
| Address: |  |  |  |
| Email: |  | Telephone: |  |
| Signature: |  | Date: |  |

We will confirm that we have received your nomination safely.

**Section B - Nominee**

I wish to stand for election as a Trustee/Director of Hastings Voluntary Action at the Annual General Meeting on Tuesday 21 November 2017.

|  |  |
| --- | --- |
| Full Name |  |
| Title / Position |  |
| Your Address: |  |  |  |
| Your Email: |  | Telephone: |  |
| Signature: |  | Date: |  |

(continued …)

To comply with Charity Commission requirements, could you please answer the following questions:

* Are you 18 or over? Yes/No
* Are you resident in the UK? Yes/No
* Have you even been convicted of a criminal offence involving fraud or dishonesty? Yes/No
* Have you ever been removed by the Charity Commissioners from office as a charity trustee? Yes/No
* Have you been subject to a disqualification order under the Company Directors Act 2006 or the Insolvency Act 2006? Yes/No

**Section C - Nominee**

Please include below (or on a separate sheet), a brief description of the skills, knowledge and experience you would bring to the work of Hastings Voluntary Action (200 words max). This information may be circulated to people attending HVA’s AGM, and used in the event of an election.