

**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 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 first Board meeting after the AGM will take place on Wednesday 22 January 2020.

**HVA’s current board comprises the following (as of October 2019):**

Helen Barraclough, ETC Sussex

Mike Cornish, Winterbourne Close Residents Association

Graham Goode, Skills and Learning in the Community (SLIC)

Ken Hales, Hastings & St Leonards Seniors’ Forum

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

Vic Kempner, Independent

Roger Sweetman, East Sussex Community Voice

Julia Wells, Hastings Older People’s Ethnic Group (HOPEG)

As we are following new memorandum and articles of association, all the current trustees will retire at this AGM, but are eligible to stand for re-election. Our rules allow for up to ten trustees/ directors to be elected that represent member organisations, and up to three independent people. 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 contacting John Humphries at HVA at john@hastingsvoluntaryaction.org.uk or 01424 444010.

If you would like to stand, or to nominate someone from your organisation, then please complete the enclosed nomination form. 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 Tuesday 12 November 2019**. If you would like to discuss the role of trustee/director at HVA or would like further information, please contact Steve Manwaring, Director of HVA on 01424 444010 or email steve@hastingsvoluntaryaction.org.uk



**Trustee Nomination Form for Hastings Voluntary Action – 2019/20**

Please return to: Peter Thorpe at HVA by **5pm on Tuesday 12 November 2019** by email to peter@hastingsvoluntaryaction.org.uk or by post to HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN, marking the envelope or email with **“NOMINATION”**.

Note: Forms must carry signatures. Please contact Peter Thorpe on 01424 444010 if you have any questions.

**Section A - Nominee**

I wish to stand for election as a Trustee/Director of Hastings Voluntary Action at the Annual General Meeting on Friday 15 November 2019.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name |  | | | |
| □ I am nominated by a current HVA member organisation  or □ I am standing as an Independent | | | | |
| Organisation  (if any) |  | | | |
| Your Home Address: |  |  |  | |
| Your Email: |  | | Telephone: |  |
| Signature: |  | | Date: |  |

**Section B – Proposer (if applicable)**

My organisation wishes to nominate the person above for election as a Trustee of the Hastings Voluntary Action at the Annual General Meeting on Friday 15 November 2019.

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

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

HVA will confirm that your nomination has been received safely.

(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.