NCA Trustee Candidate Bio/Application

* *This side to be completed by trustee applicant; include a passport-size photo with your application*
* *Please ask your proposer and seconder to fill in their details overleaf, sign as indicated and return to you.*
*

|  |  |  |
| --- | --- | --- |
| Name |  | Are you a member of the NCA[[1]](#footnote-1)? YES □ NO □ |
| Your address in Newcourt |  |
| Tell us something about yourself: *(family, hobbies, interests, etc)* |
| Why do you want to be a trustee and what qualities/previous experience do you bring?  |
| If elected as a trustee, what would you like to be most remembered for at the end of your term?A summary of this information will be sent (along with other trustee candidates’ information) to NCA members, and available at the AGM to inform voting. |
| For the purposes of this form, please list any other trustee, director, committee roles you hold – and with what organisation:*Trustees must act in the NCA’s interests only, cannot derive any personal benefit or gain from NCA and may not normally undertake any paid work on behalf of the NCA. If elected as a trustee, you will be asked to complete and return a ‘declaration of interests’ form so that any potential conflicts of interest can be identified. A conflict of interest does not necessarily prevent you from fulfilling the duties of a trustee, but there may be circumstances where the nature of the conflict of interest is so pervasive that the conflict makes it difficult, or even impossible for a trustee to perform their role.*  |
| □ (tick) I have read and understood (i) the NCA Constitution, (ii) the most recent Annual Report and (iii) the Charity Commission’s guide to ‘Being a Trustee’ (all available to read on the website: [www.newcourtca.org.uk](http://www.newcourtca.org.uk) under the ‘legal’ tab); and I wish to be considered for election as an NCA trustee.  |
| Signed: | Date: |
| ……………………………………… (print name) has agreed to propose my nomination………………………………………………………………………………………………………………………………………………… (their address, phone & email) | **Office Use Only**Proposer confirmed?YES □ NO □ |
| ……………………………………… (print name) has agreed to second my nomination………………………………………………………………………………………………………………………………………………… (their address, phone & email) | Seconder confirmed?YES □ NO □ |

NCA Trustee’s Proposer & Seconder Nomination form

*This side to be filled in by your proposer and seconder*

Nomination

Name of Proposer: ………………………………………………………………………

NCA trustee candidate Proposer to complete and sign the section below:

…………………………………………………… (print name of person to be nominated for election) is known to me and is, in my opinion, a fit and proper person of good standing. I fully support their nomination for election as a trustee of the NCA.

□ I live in Newcourt and am a member of the NCA.

□ I am happy for you to contact me to confirm my support for the candidate.

|  |  |
| --- | --- |
| Name: | Signed: |
| Address: | Date: |

Name of Seconder: ………………………………………………………………………

NCA trustee candidate Seconder to complete and sign the section below:

□ This person is known to me and, is in my opinion, a fit and proper person of good standing. I fully support their nomination for election as a trustee of the NCA.

□ I live in Newcourt and am a member of the NCA.

□ I am happy for you to contact me to confirm my support for the candidate.

|  |  |
| --- | --- |
| Name: | Signed: |
| Address: | Date: |

**NOTE:**

*When both sides of this form are completed and signed, please post or deliver to the NCA Secretary c/o 14 Liberty Way, EX2 7AS.*

*You, your proposer and/or seconder are encouraged to complete the various sections of this form electronically using MS Word or a compatible program, before printing them off and signing them and then returning signed hard copies to the NCA Secretary at the above address.*

*However, your proposer/seconder may alternatively use MS Word or a compatible program to complete this Nomination side of the form, give it a unique file name. and email it - from their personal email address - directly to the NCA Secretary at* *trustees@newcourtca.org.uk**.*

*Please note, your application to stand as a trustee can only be accepted if the NCA Secretary has received a secure, completed Nomination form from your proposer and seconder.*

1. An NCA member is resident in Newcourt, interested in furthering the purposes of the NCA and over 18, and has signed a membership form. [↑](#footnote-ref-1)