

**Become a Trustee 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. To find out more about what HVA does, visit www.hastingsvoluntaryaction.org.uk

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.

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, or marketing into the mix, we would really like to hear from you!

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.

**HVA’s current board comprises the following (as of November 2023):**

Sue Adey, One Voice Foundation

Helen Barraclough, ETC Sussex

Mary Carter, Adfam

Dr. Nell Chang, Hastings Chinese Association

Every year, a third of our trustees are required to stand down, but are eligible to stand for re-election. Our rules allow for up to ten trustees to be elected that represent member organisations, and to co-opt up to three independent people. Between AGMs, during the year we are also able to co-opt new people to HVA’s Board. HVA is now seeking nominations to fill these positions.

**Nominations from our Member Organisations:** Each organisation that is a member of HVA can nominate a representative to stand for election to join HVA’s trustees. If you are unsure whether your organisation is a member of HVA you can check by contacting Matt Pitts at HVA at matt@hastingsvoluntaryaction.org.uk or 01424 444010.

**Nominations from an Independent Person:** Our rules allows us to co-opt people who are not connected with one of our member organisations, but who have useful skills to contribute (e.g. management, HR, fundraising, marketing, etc)

**Either way**, if you would like to be considered as an HVA trustee, or to nominate someone from your organisation, then please complete the following nomination form.

Nominations will be considered by HVA’s trustees at their next quarterly meeting.

If you would like to discuss the role of trustee at HVA or would like further information, please contact Peter Thorpe on 01424 444010 or email peter@hastingsvoluntaryaction.org.uk

**Nomination Form to be a trustee of Hastings Voluntary Action 2024**

Please return to HVA 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 **“TRUSTEE NOMINATION”**.

**Section A - Nominee**

□ I am nominated by a current HVA member organisation and I want to be considered for co-option as a Trustee of Hastings Voluntary Action (complete sections A,B&C)

OR □ I want the trustees of Hastings Voluntary Action to consider co-opting me to their Board as an Independent person (complete sections A&C)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your Full Name |  | | | |
| Organisation  (if any) |  | | | |
| Your Home Address: |  |  |  | |
| Your Email: |  | | | |
| Telephone: |  | | Date: |  |

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

My organisation wishes to nominate the person above for co-option as a Trustee of the Hastings Voluntary Action. I confirm that my organisation is a current member of Hastings Voluntary Action.

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

(continued …)

**Section C - Nominee**

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

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 will be circulated to HVA’s current trustees, and if you are successful this information may be published so that people can learn more about HVA’s trustees.