This autumn, UNA-UK members will elect two individuals to serve as Elected Trustees on the UNA-UK Board of Trustees.

Those interested in standing for election should:

1. Read carefully the Elected Trustee Role Description
2. Read carefully the information provided in the Elected Trustee information pack – especially on eligibility to apply, the process for standing and UNA-UK’s policy on election campaigning
3. Complete and return this form and the required supporting documents to:

**UNA-UK Company Secretary, at** **elections@una.org.uk** **or by post to 3 Whitehall Court, London SW1A 2EL, no later than 5pm on Friday 15 November 2019.**

Your application will only be accepted if you meet the eligibility criteria, and your application is completed correctly and received by the deadline. UNA-UK will inform you that your candidacy has been accepted **no later than 4 December 2019**. Please note that UNA-UK may reject an application if in UNA-UK’s view there are material inaccuracies, untruthfulness or libellous statements.

Successful candidates will be included on the Elected Trustee ballot. The two candidates receiving the most votes from paid-up members of UNA-UK will be appointed by the Board at its meeting on **11 March 2020**, which they will be invited to attend as observers.

They will receive relevant information on the legal responsibilities arising from being a trustee and director; and will be required to provide personal details to the Company Secretary to ensure Charity Commission and Companies House information is updated.

**UNA-UK strongly encourages candidates from a diverse range of backgrounds to apply. At present, the Board is particularly keen to receive applications from women, ethnic minorities, persons under 30 and persons based outside London.**

**SECTION 1 – YOUR INFORMATION**

Name: ……………………..………………………………………………………………………………………………………

Address: ……………………..…………………………………………………………………………………………..................

……………………..………………………………………………………………… Postcode: ……………………….

Email address: ……………………..…………………………………………………………………………………….

Telephone: …………………..…………………………………………………………………………………………..

**SECTION 2 – STATEMENT OF ELIGIBILITY**

*(Please indicate “YES” or “NO” as applicable)*

I confirm the following:

* I have read and understood the information in the Elected Trustee information pack, including the duties and responsibilities of Elected Trustees

**YES / NO**

* I am fit to serve as a charity trustee and company director (please refer to the Elected Trustee information pack for further information)

**YES / NO**

* I meet the eligibility criteria set out in the Elected Trustee information pack, specifically:
* I am a member of UNA-UK and have been for at least six months

**YES / NO**

* I am resident in the UK

**YES / NO**

* I am able to travel to different parts of the UK

**YES / NO**

* I am able to participate in four Board meetings per year

**YES / NO**

* I have experience of local UNAs

**YES / NO**

* I have an email account and access to the internet

**YES / NO**

* I am willing and able to fulfil the duties set out in the Elected Trustee Role Description

**YES / NO**

* I agree to abide by UNA-UK’s Articles, Rules and election guidelines for candidates

**YES / NO**

**SECTION 3 – YOUR SKILLS AND EXPERIENCE**

*Please**use this space to provide a short profile of yourself (no more than 300 words), outlining why you wish to stand and what skills and experience you will bring to this role, with reference to the Elected Trustee Role Description. Profiles of eligible applicants will be used in UNA-UK election communications. UNA-UK may need to edit profiles ahead of dissemination but will only do so having obtained prior consent.*

**PROFILE** (a maximum of 300 words):

**SECTION 4 – SUPPORTING DOCUMENTS**

*Please confirm that you have submitted the following* ***required*** *documents:*

* An up-to-date Curriculum Vitae **YES / NO**
* Two short references (maximum 300 words) in support of your application. These can be from members and non-members of UNA-UK **YES / NO**

*You are also encouraged, but not required, to submit a* ***photo*** *for use in UNA-UK election communications. Photos should be passport style (smiling permitted!) images that show the applicant’s face and shoulders. They should ideally be sent by email and be of sufficient quality for posting on a website.*

* I am submitting a photo and I agree to it being used in UNA-UK election communications **YES /NO**

**I confirm that the above is a true and complete statement and that I understand that mis‑statements may be a cause for rejecting my application or dismissal from the Board if appointed.**

**Signed:** **Date:**