



## INFORMATION PACK FOR UNA-UK TRUSTEE ELECTIONS - 2019

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We have an exciting opportunity for members to play a key role in the governance of UNA-UK, and in the achievement of its vision for a strong, credible and effective UN, as well as its ambition to become a model for 21st Century grassroots engagement. Our current elected trustees, Viv Williams and Carl Wright, term will end in February 2020 and both are eligible to stand for re-election. We will be holding elections for two Trustees to be elected by fellow UNA-UK members to join the UNA-UK Board in March 2020.

The UNA-UK team has put together this election pack to help you decide if this opportunity to make a unique contribution is for you. We urge you to read the pack in full as it will explain what will be expected of you should you be elected, the rules of campaigning for election, and what you need to do to stand.

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The timetable for the process is as follows:

Notice seeking application	<b>Friday 4 October 2019</b>
Application reminders	w/c 21 October and 4 November 2019
Deadline for receipt of application forms	<b>5pm on 15 November 2019</b>
Candidate information on website	w/c 9 December 2019
Voting opens online / postal dispatch	11 December 2019
Voting reminders	w/c 20 January and 3 February 2020
Voting closes	<b>5pm on 7 February 2020</b>
Elected Trustee appointments confirmed	<b>11 March 2020 Board meeting</b>
<i>Nb. The two candidates receiving the most votes will be invited to attend the Board meeting on 11 March 2020 as observers and their appointment will be confirmed at the end of the meeting. They will attend the meeting on 17 June 2020 as full members.</i>	

## **1. ELECTED TRUSTEE ROLE DESCRIPTION**

The UNA-UK Board is currently inviting enthusiastic and outgoing UNA-UK members to apply to be candidates in the forthcoming national UNA ballot for two Elected Trustees. The roles would suit members who have some familiarity with the work of local UNAs, can empathise with local activists and are passionate about grassroots engagement.

The Elected Trustees have a crucial and exciting role in engaging with UNA-UK's network of local UNAs, which includes community- and university-based groups – serving as their representatives on the Board, providing advice and assistance as required, supporting the health and growth of this network, and ensuring that there is two-way communication between the network and the Board.

Like all Trustees, they will also be responsible for ensuring that UNA-UK operates within its charitable remit and that it is well-managed with sufficient resources to deliver its objectives.

### **Specific tasks will include:**

- Supporting the delivery of UNA-UK's strategic plan objectives on grassroots engagement
- Serving as the Board focal point for local UNAs
- Pro-active and regular communications with local UNAs in England, Northern Ireland, Scotland and Wales
- Reporting on the network at Board meetings and to the network on Board developments
- Providing advice and practical support to local UNAs when needed, including: supporting collaborative initiatives between local UNAs, providing guidance on how local UNAs can further UN and UNA-UK aims, and working with the UNA-UK staff to ensure that all local groups meet UNA-UK's Basis of Recognition
- Working with the UNA-UK staff to support visits to local UNAs by Trustees and staff, ensuring that they collectively cover the UK-wide network

### **Selection criteria**

To be eligible to stand for election, candidates must:

- ✓ Be fit to serve as a charity trustee and company director
- ✓ Be able to serve a three-year term of office
- ✓ Abide by UNA-UK's Articles, Rules and election guidelines for candidates
- ✓ Be resident in the UK
- ✓ Be able to attend Board meetings four times a year, either in person or via Skype/phone
- ✓ Be able and willing to undertake occasional travel to different parts of the UK, with pre-agreed travel and accommodation expenses to be covered
- ✓ Have been a member of UNA-UK for a period of at least six months before the date on which this notice was issued
- ✓ Have an email account and access to the internet

The Elected Trustees will be supported by UNA-UK staff. Financial assistance will be provided for any pre-agreed travel and accommodation that may arise in connection with this role.

**To apply**, please read carefully the rest of the information in this pack, and then complete and return the Application Form included (also available from <https://www.una.org.uk/trustee-elections-2019>) to UNA-UK's Company Secretary at elections@una.org.uk or by post to 3 Whitehall Court, London SW1A 2EL by **5pm on Wednesday, 15 November 2019**.

## **2. ELIGIBILITY TO STAND FOR ELECTION**

Any person who meets the criteria specified in the Elected Trustee Role Description is eligible to stand, as long as they:

1. Have been a UNA-UK member for a period of at least six months before **4 October 2019**.

Please note that the information held on UNA-UK's database of members will be treated as final for these purposes.

2. Would not be disqualified from serving as a director under the provisions of Article 38 of UNA-UK's Articles, which include:

- Any person who ceases to be a director by virtue of any provision in the Companies Acts
- Any person who is prohibited by law from being a director
- Any person who is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 or any statutory re-enactment or modification of that provision
- Any person who is incapable of managing and administering his or her own affairs
- Any person who ceases to be a member of the charity, either voluntarily or through termination of membership

3. Are aged 18 years or above at the date of this notice.

4. Have not been subject to a bankruptcy order or have in place a composition with their creditors.

5. Do not have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974)

6. Do not hold or have not held a salaried contract of employment or a fixed term contract in excess of six months with the charity during two years prior to this notice.

7. Are not subject to an inherent, ongoing conflict of interest with the charity, or hold office in any organisation with conflicting interests to the charity.

8. Do not stand to benefit financially, either directly or indirectly, from any working relationship that is established in the course of duties undertaken or contacts made on behalf of UNA-UK.

### **3. PROCESS TO STAND FOR ELECTION**

Any person interested in standing for election must complete UNA-UK's Elected Trustee Application Form included at the end of this pack and available at <https://www.una.org.uk/trustee-elections-2019>.

The form requires candidates to:

- ✓ Confirm they meet the eligibility criteria
- ✓ Confirm they are able to fulfil duties in the Elected Trustee Role Description
- ✓ Agree to abide by UNA-UK's Articles and Rules, and these election guidelines
- ✓ Provide an up-to-date CV
- ✓ Provide a short profile outlining why they wish to stand and what they will bring to the role as per the Elected Trustee Role Description
- ✓ Provide two references in support of their application
- ✓ Consider providing a photo of themselves for election materials (not required)

Applications should be sent to UNA-UK's Company Secretary at [election@una.org.uk](mailto:election@una.org.uk) by **5pm** on **15 November 2019**.

Applications will **only** be accepted if:

- the form is completed correctly;
- received by the deadline - **5pm on 15 November 2019** and
- the eligibility criteria is met.

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 libelous statements.**

#### **Equality and diversity**

UNA-UK strongly encourages candidates from all 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.

Our Equality and Diversity Policy affirms that we are fully committed to encouraging diversity and eliminating discrimination in all our operations, in line with the values contained in the UN Charter and the Universal Declaration of Human Rights.

As a small charity that needs to make the most of its limited resources, we firmly believe that this is best achieved by embracing the fact that everyone is different and has something unique to offer. We also believe that in order to discharge our mission effectively, our Trustees, employees and volunteers should be representative of our society, and should feel respected and able to give of their best. This means ensuring that we draw from as wide a talent pool as possible in elections, appointments and recruitment.

#### **4. VOTING**

All paid-up and honorary members of UNA-UK are eligible to vote in this election. Members will be asked to rank their candidates in order of preference.

UNA-UK will inform all eligible voters of the election in the following ways:

- A postal mailing to all members which will include the profiles of candidates, a postal ballot form and information on how to vote electronically
- Email notices to all members which will include the profiles of candidates, a postal ballot form and information on how to vote electronically
- A dedicated trustee election webpage: <https://www.una.org.uk/trustee-elections-2019>
- Email notices to all local UNAs, which will include guidance on campaigning (see below)

The deadline for submitting votes is **5pm on 7 February 2020**. Votes received after this time will not be counted unless it can be demonstrated that ballot paper was lost or unreasonably delayed in the post (acceptable proof would be a post office receipt and envelope postmark).

Please note that the information held on UNA-UK's database of members in terms of membership status and contact details will be treated as final for these purposes. UNA-UK staff will make every reasonable effort to inform members of the ballot. If, despite these efforts, a member does not receive information or is not able to cast his or her ballot, this shall not invalidate the proceedings.

Postal and online ballots will be counted by the Company Secretary and independently verified by UNA-UK staff and volunteers, with date and time of receipt recorded. No Trustee will be involved in the counting process.

In the case of receipt of spoilt or incomplete ballots, UNA-UK staff will make every effort to contact the voter in question and to give them the opportunity of completing a ballot form correctly. Decisions on the validity of ballots will rest with the Company Secretary and her decision will be final.

The two candidates receiving the most first preference votes will be elected and formally appointed to the Board at its meeting on **11 March 2020**, which they will be invited to attend as observers.

In case of a tie, second preference votes will be counted, and so on, until two winners emerge.

## **5. POLICY ON ELECTION CAMPAIGNING**

UNA-UK has a duty, to its members and as a charity, to have in place a policy that clearly defines the parameters to which an election campaign may be carried out. This policy must be enforceable and any restrictions capable of prompt and accurate evaluation.

### *Election and candidate information will be disseminated by UNA-UK*

Elections should be vibrant. UNA-UK members should have a sense of their importance and be actively encouraged to participate.

UNA-UK will publicise the election and candidates in the following ways:

- A postal mailing to all members which will include the profiles of candidates, a postal ballot form and information on how to vote electronically
- Email notices to all members which will include the profiles of candidates, a postal ballot form and information on how to vote electronically
- A dedicated trustee election webpage: <https://www.una.org.uk/trustee-elections-2019>
- Email notices to all local UNAs

Once the deadline for applications has passed, all eligible candidates will be listed in alphabetical order on the UNA-UK website (<https://www.una.org.uk/trustee-elections-2019>), using the photos and profiles provided by candidates.

### *Rules governing candidate engagement with members*

Candidates must ensure that their actions comply with UNA-UK's Articles and Rules, and data protection policy.

Candidates must not, under any circumstances, circulate information to members that could be misconstrued as coming from the UNA-UK staff or UNA-UK Board of Trustees.

Those candidates who have access to membership data as part of their duties as a local UNA officer, must not use this data for campaigning purposes.

Candidates should note that local UNAs will be asked to:

- Treat all candidates in an equal and fair way in all relevant literature and communications,
- Ensure that any opportunities for candidates to communicate with, or address, their members is offered to all candidates
- Ensure that members' data (e.g. email or postal addresses) are not shared with candidates

Queries from candidates and local UNAs on candidate engagement should be directed to the Company Secretary on [elections@una.org.uk](mailto:elections@una.org.uk) or telephone 020 7766 3454, or by post to 3 Whitehall Court, London SW1A 2EL.

### Funding

No costs, or free of charge benefits, are to be incurred by any candidate in relation to campaign literature or advertising.

### Negative campaigning

Candidates should respectfully refrain from implicitly or explicitly referring to other candidates in order to prevent potential negative campaigning. This is to protect everyone's interests, to prevent defamatory statements and so that successfully elected candidates can work together without prejudices being created at a campaigning stage.

### Breaching the rules

Any breach of the above rules must be reported to UNA-UK's Company Secretary, and will be considered by UNA-UK within 14 days.

Sanctions may include a written warning or, should the breach be considered serious enough, the candidate may be removed from the election process. A two thirds majority vote of the Board will be required for a candidate to be removed. Members will be informed of any such event via email and the UNA-UK website.

## **6. INFORMATION ON UNA-UK AND THE BOARD OF TRUSTEES**

### ***About UNA-UK***

The United Nations Association - UK (UNA-UK) is the UK's leading source of independent analysis on the UN, and a UK-wide grassroots movement. We believe that a strong, credible and effective UN is essential if we are to build a safer, fairer and more sustainable world. We derive great strength from our UK-wide network of members, supporters and local UNAs. Local UNAs make a unique contribution to our mission by extending our reach into communities.

UNA-UK is a charitable company limited by guarantee (charity no.1146016, company no. 7824306), based at 3 Whitehall Court, London SW1A 2EL. We are completely independent of the UN and receive no funding from it.

### ***About the UNA-UK Board***

UNA-UK has a board of trustees whose main objectives are to ensure that the charity: operates within the remit of its charitable objectives; complies with legislation pertaining to UK charities and companies; and is well-managed with sufficient resources to deliver on its objectives. Trustees also provide strategic direction to achieve these objectives.

### **Trustee person specification**

Each Trustee should be able to demonstrate as many of the following as possible:

- Understanding and commitment to UNA-UK and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of charity trustees and company directors
- Empathy with the vision, mission and values of UNA-UK
- Integrity
- The ability to make good, independent judgements
- The ability to think strategically, objectively and creatively
- The ability to work effectively as a member of a team
- A willingness to speak their mind, as well as to accept group decisions

### **Meetings**

The Board meets four times a year in London, at the end of each quarter – normally March, June, September and December.

Trustees are expected to attend all meetings and must inform the Company Secretary if they are not able to do so. Participation is normally in person but Trustees may make arrangements to take part via telephone or other digital platforms.

UNA-UK's Board meetings for the financial year July 2019 to June 2020 are scheduled for:

2-5pm, Wednesday, 11 December 2019

2-5pm, Wednesday 11 March 2020

2-5pm, Wednesday, 17 June 2020



### UNA-UK Board Composition

The Board consists of up to 14 Trustees:

- 1 x Chair (appointed by the Board)
- 1 x Honorary Treasurer, who is also the Chair of the Finance and Governance Committee
- 2 x Trustees elected by UNA-UK's members
- 1 x Trustee who is a representative of UNA-UK's Policy Conference
- 1 x youth-focussed Trustee
- 1 x Executive Director (recruited as a member of the UNA-UK staff)
- 1-7 Trustees recruited for their experience/expertise in are identified by the Board, currently: fundraising, governance, civil society outreach, media and communications

All Trustees must be members of UNA-UK, meet the eligibility criteria set out in our Articles and abide by the Trustee Code of Conduct set out in our Trustee induction pack.

### Term of office

For most Trustees, the term of office is a maximum of two terms of three years, after which a two year break from serving on the Board must be observed.

After completing their first three-year term, Elected Trustees will be eligible to stand for re-election to the Board for a second three-year term.

### Sub-committees

The Board has two formal sub-committees. The Finance & Governance Committee, which has delegated authority in areas including budget scrutiny, financial controls, investments, audit, risk and staffing. The Chair of this Committee is a full member of the Board and also serves as UNA-UK's Honorary Treasurer. She or he is appointed by the Board in consultation with the Finance & Governance Committee. Other Members of the Committee are recruited through an open application process.

The Conference Committee focusses solely on the organisation of UNA-UK's biennial Conference for members and supporters. Members of the Committee are elected at the Conference by UNA-UK members who are present. A representative of the Committee, historically the Chair, is a full member of the Board.

### Recent developments

The Board has adopted a new updated strategic plan for the period July 2019 to June 2021. Trustees identified the need to improve the charity's ability to respond to the changing operating environment and to ensure that the Board has the skills, experience, contacts and diversity needed to sustain UNA-UK.

## **7. United Nations Association - UK (UNA-UK) STRATEGIC PLAN**

**October 2019 to September 2021**

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### **Our three programmes in 2019-21:**

- **Global governance transformed: making international cooperation fit for the 21st century** – through Together First, we will inspire and support a global people's movement for greater global cooperation and more effective, inclusive global institutions
- **Global Britain in practice: campaigning for a principled, outward-looking British foreign policy** – we will advocate for greater priority, ambition, action and creativity by the UK in tackling global challenges and strengthening global institutions
- **Global citizens inspired: boosting public engagement with global issues** – we will use outreach and communications to increase understanding and involvement in these activities, with a particular focus on the UN's 75<sup>th</sup> anniversary in 2020

### **1. OVERVIEW**

- 1.1 The 2019-21 strategic plan of the United Nations Association – UK (UNA-UK) builds on our 2016-19 strategy, adapting our mission to support global citizens for global solutions to the turbulent geopolitical context and responding to the call to conscience that this context has provoked in all those committed to peace, sustainable development and human rights for all.
- 1.2 Founded in 1945, UNA-UK is the foremost advocate for the UN in the UK, and for UK action on peace, sustainable development and human rights. We believe that the UN is an indispensable tool for building a safer, fairer and more sustainable world. In this period of growing instability and interdependence, the need for collective action is greater than at any other time since it was founded. The UN's success, however, depends heavily on states' willingness to work together. The increasingly fractious geopolitical environment has led to a failure to address pressing challenges, from mass displacement to climate change. It has also led to increasing pressures on hard-won international agreements and institutions, including the UN, which is now experiencing a serious financial crisis, as well as frequent deadlock in the Security Council.
- 1.3 As a permanent member of the Security Council and a large aid donor, the UK has been an important global player with a strong track record in providing leadership at the UN. However, there is frequently a gap between UK rhetoric and policy, and both have been at odds with international norms and obligations on several occasions in recent years. The 2016 referendum on membership of the European Union and its aftermath have also raised questions, within and outside the country, on the future direction of British foreign policy.
- 1.4 Our 2016-19 strategic plan was developed prior to many significant developments that have taken place since 2015, which have made the domestic and global context harder to predict. And yet the vision we set out in 2016 – for greater global cooperation – seems more pertinent. Three years on, the headwinds facing us are even stronger. The risks we face, meanwhile, have grown more urgent and complex: from catastrophic climate change to the threats to democracy and civic space the world over.
- 1.5 As the only UK charity devoted to building support for the United Nations and international cooperation more generally, UNA-UK has found its work is more relevant and sought-after than at any point in the last decades. We have used the past three years to strengthen our organisation, and to establish ourselves as a civil society movement with international as well as British relevance.
- 1.6 Today, our starting point for action remains the UK. We exist to make the case for an effective United Nations, and for values-based cooperation, to British policy-makers and the public. But if we are to tackle global catastrophic risks, if we are to seize the only option available to us – transforming our societies and economies – then we must dramatically scale-up our work across borders, sectors and generations, and we must set our horizons beyond UK foreign policy to the international stage.

- 1.7 Our recent partnership with Global Challenges Foundation will help UNA-UK focus its energy on making the UN fit for the 21st century, and building the truly global partnership we need for the future. In 2019-21, we will channel this work through our “Together First” campaign, as a vehicle to make global governance more inclusive, transparent, accountable and effective in building a safer, fairer and sustainable world. Alongside this, we will continue to advocate for UK action to address global challenges and strengthen global governance, and to build public understanding and engagement with these issues.
- 1.8 Our three programmes in 2019-21 will be:
- **Global governance transformed: making international cooperation fit for the 21st century** – through Together First, we will inspire and support a global people’s movement for greater global cooperation and more effective, inclusive global institutions
  - **Global Britain in practice: campaigning for a principled, outward-looking British foreign policy** – we will advocate for greater priority, ambition, action and creativity by the UK in tackling global challenges and strengthening global institutions
  - **Global citizens inspired: boosting public engagement with global issues** – we will use outreach and communications to increase understanding and involvement in these activities, with a particular focus on the UN’s 75<sup>th</sup> anniversary in 2020
- 1.9 We have identified the key ingredients required to achieve this mission: fundraising, communications and impact assessment. UNA-UK will seek progress by:
- Harnessing the outreach opportunities of Together First and the UN’s 75<sup>th</sup> anniversary to galvanise a well-connected, inclusive and active community of motivated individuals and organisations – in the UK and internationally.
  - Leverage the financial planning and security developed over the period of the last strategic plan to build sustainability for the next 5-10 years.
  - Enhancing communications to establish UNA-UK as a go-to resource for international, as well as UK audiences.
  - Improving our monitoring, evaluation and impact reporting to better assess, refine and target our efforts, and communicate our successes.
- 1.10 We will also do more to ensure that we “walk the talk”, and that our governance, operations and resources reflect our core values. In 2019-21, this will include:
- Equality and diversity
    - UNA-UK staff will only organise, support and/or participate where there are not male panels
    - UNA-UK staff will strive to ensure UNA-UK publications and events reflect diversity in all its forms and champion lesser-heard voices
  - UNA-UK encourages volunteers to help the organisation deliver its objectives. Over the next two years we will develop and implement a new volunteering policy that clarifies the role of volunteers within the charity.
  - Pledging to become a net-carbon-zero charity. Building on our Environmental Policy, develop plans that include but not limited to:
    - Moving to sustainable cloud-based servers
    - Scrutiny of environmental impact of products/services used
    - Minimising carbon footprint of staff travel
    - Identifying the most sustainable forms of carbon offsetting
    - Moving to primarily online membership services
    - Transforming our premises to become more energy efficient
    - Staff awareness campaigns on issues like single-use plastics
    - impact assessments of events and outputs

**8. COPY OF APPLICATION FORM**

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](mailto: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.**

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**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: