

## Nominations to the NCT Board of Trustees

Being a Trustee is an important and rewarding role that will involve you taking a key part in shaping NCT's future and ensuring it continues to meet parents' needs. It will provide you with many opportunities for personal development – at the same time as you bring your skills and energy to the charity's work, you will also gain valuable new experience and knowledge. Experience as a charity Trustee is usually highly valued by employers and prospective employers.

All Trustees are voluntary. There are currently expected to be at least three vacancies for Trustee positions, and we are now open for nominations from members wishing to stand for these posts.

All of NCT's Board of Trustees must be elected by the membership of the charity at an annual general meeting. This year's annual general meeting will take place at **9.15am on Saturday 15<sup>th</sup> May 2010 at Telford**, and is part of a two-day Members' Conference, which all Trustees normally attend.

The Board of Trustees now comprises a maximum of fifteen Trustees (including the President). All Trustees (other than the President) are elected for a term of office of three years, at the expiry of which they are eligible to stand for election for a further term of three years.

An effective Board needs a good mix of skills, knowledge and experience, drawn from a wide range of backgrounds. As well as requiring certain professional skills, the Board also relies on the common sense and general experience of Trustees as NCT members and parents. The Nomination and Governance Committee has reviewed the particular skills and experience the Board requires. This year we are seeking candidates who have experience at a strategic level particularly from IT, Legal, Property or NHS Maternity Services. We welcome candidates who are current or recent users of NCT services, or who are active volunteers in NCT branches.

In accordance with the charity's Articles, to stand as a candidate for the office of Trustee you must fully support the aims and objectives of the charity and be a current member. In addition you must be:

- Supported in your nomination by any two members of NCT (other than yourself)
- Resident in the UK, Channel Islands or Isle of Man
- Aged over 16 and eligible by law to be a charity trustee and company director (please see the information note attached to the nomination form)
- The NCT values diversity and is committed to change to ensure equal opportunity in every aspect of the charity's work. We welcome applications from all sections of the community.

## Introductory meetings for prospective Trustees

Two introductory meetings will be held for prospective Trustees and you are strongly encouraged to attend if you are interested in the role, before submitting your form. They will be held on:

- **Tuesday 12<sup>th</sup> January at 2pm, NCT's UK Office at Alexandra House, Oldham Terrace, London W3 6NH**
- **Wednesday 20<sup>th</sup> January at 10:30, NCT's UK Office at Alexandra House, Oldham Terrace, London W3 6NH**



Alexandra House  
Oldham Terrace  
London W3 6NH

Pregnancy & Birth Line 0870 444 8709  
Breastfeeding Line 0870 444 8708  
Office & Admin 0870 770 3236  
Fax 0870 770 3237  
[www.nct.org.uk](http://www.nct.org.uk)

Registered details  
National Childbirth Trust  
Alexandra House, Oldham Terrace  
London W3 6NH  
Registered charity no. 801395  
Registered company no. 2370573 (England)  
VAT registration no. 681182923

Please contact the Board Secretary if you would like to attend, on 020 8752 2372 or by email to [boardsecretary@nct.org.uk](mailto:boardsecretary@nct.org.uk)

The meetings will give you the opportunity to meet other Trustees and provide you with further information about the role. If you are unable to attend either meeting, alternative arrangements will be made so that you can speak to one or more Trustees by phone. Please contact the Board Secretary as above.

Where possible all those interested in the role will be invited to attend a Trustee Board or Committee meeting to give you an opportunity to see what the role is likely to involve.

If you are **not yet** an NCT member, and would like to be considered as a Trustee, it is **essential** that you attend one of the introductory meetings or speak to one or more Trustees by phone before you submit a nomination form. Please contact the Board Secretary, as above.

If you would like to discuss any aspect of the nomination process or of your application, please contact the Board Secretary who will put you in touch with one of the members of the Nomination & Governance Committee.

## Nomination form

Please use the attached nomination form. In addition to basic information, you are asked to provide:

- a. A short biography (no more than 200 words) to include:
  - Relevant experience inside NCT or in any other organisation
  - Qualifications and/or membership of professional bodies or other organisations
  - Any additional interests, skills or experience relevant to the role(Please do **not** supply full curriculum vitae)
- b. A statement setting out why you are seeking election as a Trustee and of how you support NCT's aims and objects (no more than 200 words)
- c. A brief indication of which NCT Board Committee you would be interested in serving on and why:
  - Audit and Risk: adequacy of financial control, the charity's external reporting of performance and risk management
  - Remuneration: remuneration policy for senior management and other key groups within the charity
  - Nominations and Governance: Trustee recruitment, training and appraisal; assessing the Board's own effectiveness
  - Impact: Assessing the charity's impact
- d. A brief description of any interests or loyalties you may have which might conflict, or be perceived to conflict, with the duties and responsibilities of a member of the NCT Board of Trustees.

## Nomination for election to the NCT Board of Trustees

Please return by **Friday 1<sup>st</sup> February 2010, to:**

Board Secretary  
NCT  
Alexandra House  
Oldham Terrace  
London W3 6NH

Or [boardsecretary@nct.org.uk](mailto:boardsecretary@nct.org.uk)

### Details of nominee

Name of Nominee:	
Address:	
Telephone nos:	Email:
Branch:	NCT Membership no:
<b>Signed:</b>	<b>Date:</b>

### Nominated by

Name:	
Branch:	NCT Membership no:
<b>Signed:</b>	<b>Date:</b>

### Seconded by

Name:	
Branch:	NCT Membership no:
<b>Signed:</b>	<b>Date:</b>

Name of Nominee:

Biography (no more than 200 words)

Statement setting out why you are seeking election as a Trustee and of how you support NCT's aims and objectives (no more than 200 words)

Please state briefly which NCT Board Committee you would be interested in serving on and why

Note of interests you may have, either in the NCT or in any other way, which might conflict, or be perceived to conflict, with the duties and responsibilities of a member of the NCT Board of Trustees

For office use only: date received

### **Note on legal eligibility requirements for trusteeship:**

When preparing to appoint a new trustee, a charity must ensure that the person is qualified to act in this capacity. Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty (theft, fare evasion, or falsely claiming benefit, for example)
- Anyone who is an undischarged bankrupt
- Anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
- Anyone under a disqualification order under the Company Directors Disqualification Act 1986 (see below).
- Anyone who has defaulted on payments under county court administration orders.

It is a criminal offence to act as a charity trustee while disqualified.

For further information please refer to the Charity Commission for England and Wales (with whom NCT is registered as a charity) at <http://www.charity-commission.gov.uk/>

NCT is a charity and a company limited by guarantee and so UK company law also applies. A court may disqualify people from being a company director if they have a:

- Conviction for criminal offences relating to the promotion, formation, management or liquidation of a company
- Conviction for fraudulent trading or fraud
- Record of persistent default on company legislation for filing accounts and other documents
- Record of conduct as a director that makes them unfit to be involved in company management

(Company Directors Disqualification Act 1986)