

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS**

**Nomination/Election to the Board of Trustees**

**Please note: there are FOUR parts to this form. All parts must be completed.**

PART 1 - Nomination

PART 2 - Manager’s certification of support

PART 3 - Statement of application (up to 500 words)

PART 4 - Declaration of eligibility and consent to stand as a Trustee

**Please note:**

* All candidates must be proposed and seconded by RCSLT Members at the declaration in Part 1.
* Prospective Country Representatives may only be proposed and seconded by RCSLT Members living in the same country (or part of country in the case of England) as the prospective candidate
* Candidates who are employed must obtain their manager’s support by certifying at Part 2.
* Include your CV with your application form (this will only be used for short-listing purposes, and will not be made public to members in the event of a member vote).
* Full details of nomination and election procedures are contained in the Bylaws, sections 22 – 35.

Checklist: ensure that you have completed/enclosed all the following:

This application form – parts 1, 2, 3 and 4

CV

Skills matrix

Photograph (if you wish)

All signatures are complete – unsigned forms will not be accepted

You may post your documents to Jo Offen, RCSLT, 2 White Hart Yard, London SE1 1NX, or send scanned copies to [jo.offen@rcslt.org](mailto:jo.offen@rcslt.org) . If you have any queries, please call Jo on 0207 378 3007.

**Closing date: 16 November 2020**

**PART 1 – NOMINATION**

I, [insert name] …………………………………………………………. (Name of nominee - printed)

of [insert address]……………………………………………………………………………………………………

RCSLT membership number……………………………………….

RCSLT membership category……………………………………..

declare that I am willing to stand for the post of [state which post]

……………………………………………………………………………………………………………………………….

and have read:

<https://www.gov.uk/charity-trustee-whats-involved> and

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

**I consent** to the RCSLT holding my data for the purposes of this application and understand that if I am not successful, my application papers will be destroyed/ deleted from RCSLT systems.

**(Complete as applicable) I do/do not consent** to my photograph appearing on the electronic member ballot information in the event that my application goes through to a member ballot.

Signature of nominee: Membership No:

Name of proposer: (please print)

Address:

Signature: Membership No:

Name of seconder: (please print)

Address:

Signature: Membership No:

**PART 2 – MANAGER’S CERTIFICATE**

**APPROVAL FORM TO BE COMPLETED BY THE MANAGER OF A SPEECH AND LANGUAGE THERAPIST APPLYING FOR A POSITION ON THE RCSLT BOARD OF TRUSTEES**

(Note: if self-employed, please state below and sign this page)

Name of SLT applying for a Board of Trustees position:

Approval by Manager:

I agree to attending meetings of the Board of Trustees of the RCSLT and support this candidate in their work with the professional body, in their capacity as a Board member.

Signed:

Name:

Organisation:

Address:

Position:

Date:

**PART 3 – CANDIDATE SUPPORTING STATEMENT (maximum 500 words):**

This is your opportunity to show how you feel you can add value to the Board of Trustees. You should state why you wish to become a Trustee, what relevant experience you have and what value you think you can add to the Board. You should also state what the RCSLT means to you and what your vision is for RCSLT going forward.

Please include in your application whether you have served on the Board of Trustees before. If so, please let us know in what capacity and the year(s).

[Write your statement below. Please note, that if your application goes forward to a member vote, your CV will not be made public to members, so include any relevant parts of your CV in your supporting statement].

[500 words maximum]…

[Should your application need to go forward to a member vote, your supporting statement above will be published for members to read, and we would also like to publish about 20 words against your name (and photograph, if you have consented to us using your photograph) on the ballot paper, which would be your opportunity to say in a couple of sentences why you feel that members should vote for you. If you wish this abbreviated “USP” to be appended to the voting form, please write it here].

[20 words maximum]…

**PART 4 – ELIGIBILITY DECLARATION TO STAND AS A TRUSTEE**

**Automatic Disqualification Declaration**

**Introduction**

The rules on automatic disqualification of trustees changed on 1 August 2018, and they are now disqualified by law from acting as trustees if they are subject to any of the criteria listed in the Appendix. The Board of Trustees has decided that RCSLT Committee members and the Senior Management Team should also be subject to the same restrictions. All trustees, committee members and SMT are therefore required to make a declaration that they are not subject to any of the criteria in the Appendix.

**Completion of the form**

* Please read the Appendix and make sure that none of the criteria apply to you.
* Complete and sign the declaration to confirm that you are not disqualified under the new rules.
* If any of the reasons do apply to you, you may be able to apply for a waiver from the Charity Commission; this may allow you to continue as a trustee/committee member or to hold the senior manager position. Please refer to the Company Secretary if this applies.
* Once completed please pass the form to the Company Secretary to keep on our records.
* The RCSLT will ensure that declaration forms are handled and processed in accordance with current Data Protection regulations.

**Declaration**

I declare that I have read the Appendix and that:

* I am not disqualified from holding a trustee/committee/senior management position from 1 August 2018; and
* I will inform the Trustees/Chief Executive (via the Company Secretary) promptly if, after the date of this declaration, one or more of the disqualifications reasons applies to me.

Full Name:

Signature:

Date:

**Appendix – Disqualification Reasons**

After 1 August 2018, you will be automatically disqualified from acting as a trustee, committee member or senior manager if:

1. You have an unspent conviction for any of the following
2. an offence involving deception or dishonesty
3. a terrorism offence
   1. to which Part 4 of the Counter-Terrorism Act 2008 applies
   2. under sections 13 or 19 of the Terrorism Act 2000 or Part 2 of the Serious Crime Act 2007
4. a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
5. a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
6. an offence of contravening a Charity Commission Order or Direction under section 77 of the Charities Act 2011
7. an offence of misconduct in public office, perjury or perverting the course of justice
8. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence
9. You are on the sex offenders register (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
10. You have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
11. You have been found guilty of disobedience to an order or direction of the Charity Commission under section 336(1) of the Charities Act 2011
12. You are a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011
13. You have previously been removed as a trustee, officer, agent or employee of a charity by the Charity Commission under s79 of the Charities Act 2011, or by a High Court Order, on the grounds of misconduct or mismanagement in the administration of a charity
14. You have been removed from management or control of any body under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
15. You are subject to a disqualification order under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under s429(2) of the Insolvency Act 1986 (failure to pay under a County Court administration order), and leave has not been granted (as described in section 180 of the Charities Act 2011) for you to act as director of the charity
16. You are an undischarged bankrupt
17. You are subject to any of the following:
    1. an undischarged sequestration Order
    2. a bankruptcy restrictions Order
    3. an interim Order
    4. a moratorium period under a debt relief Order under Part 7A of the Insolvency Act 1986
    5. a debt relief restrictions Order or an interim Order under Schedule 4ZB to the Insolvency Act 1986
    6. You are the subject of a composition or arrangement with, or granted a trust deed for, your creditors and have not been discharged in respect of it.
18. In respect of 9 and 10 above, there is an exception if the charity is a company, and leave has been granted under s11 of the Company Directors Disqualification Act 1986 (undischarged bankrupts) for you to act as director of the charity (s180 Charities Act 2011).