

# How to nominate a member to be an elected director of the Kenneth Allsop Memorial Trust Limited

The Kenneth Allsop Memorial Trust Limited ('the Company') is a registered Charity (No. 270059) and a Company Limited by Guarantee (No. 01227490). Its governance is defined in its Articles of Association approved by the Charity Commission.

The governing body of the Charity is a Board of Directors ('the Board'). The directors are charity trustees as defined by section 177 of the Charities Act 2011 ("The Directors")

Up to 12 trustees can be elected by registered members of the Charity, normally at an Annual General Meeting (AGM).

The Board of Directors will meet at least six times per calendar year. Meetings are normally held at a location in Weston-super-Mare or nearby, but may also be held using any appropriate online platform. Directors will also discuss (and may decide) issues by email between meetings (and the Constitution provides for this). At a meeting of the Board after each AGM the directors will normally elect one of themselves as Chairman, and may elect others as Secretary, Treasurer or to other specific roles.

There are some defined legal requirements and responsibilities of being a director and trustee of a charitable organisation. These are explained on the Charity Commission website <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3> .

We will ask all prospective trustees to sign the declaration of eligibility published at: <https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

You are also most welcome to contact any of the existing trustees of the Charity for an informal chat about what is involved.

If you are a registered member of the Charity and you would like to be considered for election (at the forthcoming AGM) to the Board of Directors, then please send a completed Nomination Form to the Company Secretary. Optionally you can include a statement of up to 200 words explaining why you wish to be a trustee. This could be circulated to other members (in the event of a contested election) and could describe your connection with or interest in the Kenneth Allsop Memorial Trust Limited, and the skills and experience that you might bring to governing the Charity. If you are already a trustee of any other UK registered charity, please give the name and registered number of it. Your Nomination Form must be received before the deadline shown on the form.

Existing trustees who are seeking re-election to the Board are not required to be re-nominated if they have indicated to the Board that they are eligible and wish to be considered for re-election.

# NOMINATION FORM

For election as a director of the

**Kenneth Allsop Memorial Trust Limited**

To be delivered **before 15<sup>th</sup> September 2023** to: The Secretary, Kenneth Allsop Memorial Trust, c/o 81 High Street, Hanham, Bristol, BS15 3QG.

The Nomination will be sent to all members before the AGM to enable voting on the Nomination.

Proposers are asked to consider contributing to the cost of such extra postage to members.

## TO BE COMPLETED BY THE PROPOSER

I, being a paid up Member of the Kenneth Allsop Memorial Trust Limited

<b>Full Name</b>	
<b>Address</b>	

hereby nominate

<b>Full Name</b>	
<b>Address</b>	

for election as a director of the Kenneth Allsop Memorial Trust Limited.

Signed by Proposer: .....

Date: .....

## TO BE COMPLETED BY THE NOMINEE

<b>Full Name</b>	
<b>Full Postal Address</b>	
<b>Date of Birth</b>	

I confirm that I am a paid up member of the Kenneth Allsop Memorial Trust Limited and I am willing to be appointed a director.

I confirm I have read, signed and enclose the Trustee Declaration of Eligibility overleaf.

Signed by Nominee: .....

Date: .....