**Nominations for the Neurological Alliance Board of Trustees**

To be elected at the Annual General Meeting on Wednesday 18 November 2020

|  |  |
| --- | --- |
| **Name of nominee** |  |
| **Job title** |  |
| **Organisation name** |  |
| **Organisation address** |  |
| **Tel** |  |
| **Mobile** |  |
| **Email** |  |

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| --- |
| **Pen profile** (200 words maximum) |
| This should give brief details about your background, reasons for standing and what skills and knowledge you can bring to the Alliance's work. Please also include how your work so far fits with the ‘Main duties and responsibilities’ and ‘Job specification’ outlined below. **For Trustees standing for re-election**, your pen profile should specify your contributions to the Board. |
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**For existing Trustees**

How many Board of Trustees meetings have you attended in the last year?

□ 1 □ 2 □ 3 □ 4

**I certify that I:**

* Am not disqualified from acting as a Trustee under the terms set out in The Charities (Protection and Social Investment) Act 2016
* Am not under a disqualification order under the Company Directors Disqualification Act 1986.
* Am over the age of 18
* Am willing to be re/appointed as a Trustee
* Am representing a full or affiliate member of the Alliance
* Am willing to stand for election to the Board of Trustees

|  |  |
| --- | --- |
| Date: ……………………..... | Name: ………………………………….......................................... |
| Position: …………………… | Signature: …………………………………..................................... |

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| **AUTHORISATION OF NOMINATION** | |
| We require authorisation by the head of your organisation or appropriate line manager that you are your organisation’s nominated candidate. | |
| **I am authorised by** (organisation name) | |
| …………………………………............................................................................................ | |
| **to propose the candidature** (nominee's name and organisation) | |
| …………………………………............................................................................................ | |
| **and will advise the Alliance immediately should they cease to be associated with our organisation.**  **I declare that my organisation is a full or affiliate member of the Alliance, and have paid the current subscription for 2019-20.** | |
| Date: ……………………..... | Name: ………………………………….......................................... |
| Position: …………………… | Signature: …………………………………..................................... |

You may reply electronically if you wish, using electronic signatures. Nominations must reach the Company Secretary [georgina.carr@neural.org.uk](mailto:georgina.carr@neural.org.uk) between **Wednesday** **14 October and** **12pm on Wednesday 28 October 2020**

**Any forms received after this date will not be considered in the ballot.**

**Role description for Trustees of the Neurological Alliance**

**Purpose**Trustees form the governing body of the Neurological Alliance (‘the Alliance’) and are, collectively and personally, ultimately responsible for all the Alliance’s activities.

Trustees must act personally within the Board and stand by any decisions made. They should not act on behalf of another group, irrespective of how they were nominated, to ensure that they remain independent.

**Main duties and responsibilities**

* To represent the Alliance
* To ensure that the Alliance complies with its constitution, charity law and any other relevant legislation or regulations
* To ensure clear strategic direction and contribute to setting overall policy, defining goals, setting targets and evaluating performance
* To approve the Alliance’s strategic plan and annual budget
* To safeguard the Alliance’s reputation and promote its vision and mission as ambassadors for the Alliance
* To ensure financial stability, protecting the Alliance’s assets, ensuring the proper investment of its funds and effective and efficient administration
* To approve the Alliance’s annual report and accounts
* To receive the auditor’s report
* To ensure that an Annual General Meeting (AGM) is held every calendar year and to attend the AGM
* To attend Board meetings and participate fully by preparing thoroughly, considering carefully the views of others and acting corporately in the best interests of the Alliance
* To undertake Board committee or work group responsibilities as appropriate
* To attend an induction, attend finance training and ongoing development programmes
* To stay up to date with charity law and other relevant legislation
* To use any specific skills, knowledge or experience to help the Board reach sound decisions
* To uphold all decisions properly made by the Board
* To maintain appropriate confidentiality, disclose any conflicts of interest and abide by the Alliance’s code of conduct or practise, policies and procedures
* To take part in the Board appraisal process
* To participate in the appointment process of the Chief Executive and ensure that his/ her supervision and annual appraisal are properly carried out.

**Person specification for Trustees of the Neurological Alliance**

To serve as a Trustee the Alliance an individual needs to demonstrate the following skills, abilities and personal qualities:

* Strategic vision and the ability to think creatively
* Ability to work effectively as part of a team
* Ability to listen to, read and assimilate information quickly and effectively
* Able to act corporately and not in the interests of one particular group and to reach objective and independent decisions
* An understanding of neurological conditions and the effects of living with them together with an appreciation of the work of the Alliance
* Understanding and appreciation of good governance and the role of Trustee and the desire and ability to take part in committee work along with a commitment to attend all meetings and undertake associated work
* The ability to communicate with a wide variety of people and organisations, including the ability or potential to speak at public engagements
* Ability to act as an ambassador for the Alliance
* Commitment to diversity and equality of opportunity
* Commitment to the time required to fulfil the role.