

ARUNDEL COMMUNITY LAND TRUST LTD.

A Community Benefit Society, Registered with the Financial Conduct Authority No. 8176

NOMINATION PAPER

For election to the Board of Directors of Arundel Community Land Trust Ltd. You must be a member of the CLT to stand as a Director. Further information can be found at <http://www.arundelclt.org/Get-Involved/>

This nomination paper must be returned to the Secretary at the Registered Office, The Town Hall, Maltravers Street, Arundel, BN18 9AP not later than 12 noon on Thursday 3 June 2021

NAME OF NOMINEE SHARE No.(s) **Secretary to complete**

NAME OF PROPOSER SHARE No.(s) **Secretary to complete**

NAME OF SECONDER SHARE Nos(s) **Secretary to complete**

I have read Rule 18.9 and confirm I am eligible for appointment

I confirm I am 16 years of age or older

KNOWLEDGE AND EXPERIENCE: all Directors will need to have, or develop knowledge & experience of:

- the CLT's core business – in relation to Arundel's economy and community and the relevant legal and regulatory frameworks
- organisational management - for Arundel CLT, this is about organisation of a volunteer/community organisation which will be shaped over time according to the projects we take on, e.g. for our first project: managing external partnership with Registered Housing Provider
- financial management
- governance in the voluntary and community sector

State whether you have the knowledge/experience above, or, indicate your ability to develop it, if appointed:

BEHAVIOURS: all Directors will need the following behaviours to be an effective board

- Thinking strategically and able to guide strategic action
- Critical information seeking
- Problem solving and decision making
- Sensitivity to others
- Ambassador, influencing and promoting
- Working with others
- Confidence and self-control
- Community-minded
- Upholding and safeguarding reputation of Arundel CLT

Please provide brief evidence of your ability to behave as an effective board member

SPECIFIC EXPERTISE REQUIRED BY SOME, BUT NOT ALL BOARD MEMBERS

Skill or expertise can be developed after appointment. Availability and mix at any point in time is important e.g. we won't need 12 Chairs, but at least 2-3 people with the ability to chair is worth having if we can. Please indicate your skill/expertise in relation to the following:

	High	Medium	Low
Chairing			
Commercial			
Communications, promotion, marketing and media (press and social media)			
Community engagement			
Environmental (green) issues and approaches			
Finance appraisal and management			
Impact assessment, benefits realisation, evaluation and monitoring			
Legal awareness – general and specifically Community Benefit Societies, land and property			
Local economy and services			
Local government and relevant regulatory frameworks			
Minute-taking			
Networking, individually promoting/being an ambassador for the CLT			
Partnering and collaborating across organisations			
Public speaking			

Organising events			
Policy making			
Risk management – financial and non-financial			
Strategic/operational planning			
ICT – website and email			
Property and land: planning and development, affordable housing			

Not currently relevant for Arundel CLT, but possibly needed in future:

- Employment issues/practice
- Fundraising

SUMMARY

I wish to join the Arundel CLT board because (summarise the qualities you could bring & what you would hope to achieve)

I understand the information provided will be used to enable Arundel CLT to appoint a board of Directors and this will include sharing the information with CLT members and others involved in the process. Information may be shared through the Arundel CLT website which is publicly accessible.

I enclose a completed Declaration of Interest Form for Prospective Directors, I understand that particular conflicts of interest detailed will not prevent me becoming a Director, but may, if appropriate, be explored during the appointment process to establish how I would address the issue(s) should my application be successful.

SIGNED

DATE

DECLARATION OF INTERESTS - PROSPECTIVE DIRECTORS

Please provide details below of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to the Arundel Community Land Trust.

Any particular conflicts of interest detailed here will not prevent you becoming a Director, but may, if appropriate, be explored with you during the appointment process to establish how you would address the issue(s) should you be successful in your application.

Please circle the statement that relates to you

I am NOT AWARE that I have any conflicts of interest.

I am AWARE that I have conflicts of interest.

Details of potential conflict

I understand the information provided will be used to enable Arundel CLT to appoint a board of Directors and this will include sharing the information with CLT members and others involved in the process. Information may be shared through the Arundel CLT website which is publicly accessible.

Signature _____

Printed name _____

Date _____

Information about the formalities of being a Director and Arundel CLT's governance processes see Rules and Standing Orders at <http://www.arundelclt.org/About-Us/>. If you have any questions or difficulty accessing these documents, please contact the Secretary at info@arundelclt.org

ADDITIONAL INFORMATION

In addition to the knowledge, skills and behaviours specified in the form above, Arundel CLT has agreed to, when appointing Directors to:

- not discriminate against those with known affiliations/other positions as long as the individual supports the aims of CLT, conforms with the Code of Conduct, and handles their interests in line with Rule 24 (Directors' interests).
- have regard to the diversity of the board: does it represent and have insight into the Arundel community in terms of a spread of location across town and parishes within Arundel's 'catchment' area; social and economic characteristics (age, gender, family and domestic circumstances, health, financial position)?

Selection process

The selection process is designed to achieve the best available mix of knowledge, experience, skills and behaviours. Directors are appointed by members at the annual general meeting. All candidates for a director's position must find members to act as a proposer and seconder and then declare their intention to stand for the board 14 days before the annual general meeting. Between annual general meetings, the board of directors may appoint a director either to fill a vacancy; or, as an additional director.

Directors will be elected in accordance with a procedure set out by the board (who may vary or amend it from time to time). The board may set selection criteria for candidates wishing to stand for election as board members and these may provide for prospective candidates to be approved by the board before they become eligible to stand for election as board members.

For 2021 applicants will be asked to evidence on the Nomination and Application form how they would contribute to the collective and individual requirements of board members, and complete a Declaration of Interests Form. Applicants will be invited to present their application to AGM orally, and may be asked questions. The Chair will declare any time limits or other detailed procedures and remind candidates and voting members that public speaking skills are a specific expertise that not all candidates need to possess to the same level.

The normal arrangements for voting at General Meetings will apply.

Procedure at AGM *separate hustings as 2020? We hope to attract at least 6-8 suitable candidates to replace the two Directors who resigned January 2021 and the four whose terms expire.*

Oral presentation to full meeting - 5 minutes maximum for each candidate Individual pitches followed by up to an hour (maximum) of questions to any of the candidates i.e. there may be no additional questions to some candidates. Chair has discretion to shorten these timings when number of candidates, is known to ensure overall AGM business can be completed within 2 hours.

An assurance will be given to candidates, and the members present will be reminded, that public speaking skills are a specific expertise that not all candidates need to possess to the same level and we encourage prospective Directors not confident of their public speaking skills to apply if they have other qualities relevant to board membership.

If the number of nominations exceeds the number of vacancies, the Secretary and Chair will anticipate the options for voting under Rule 31. For example, if votes by show of hands (Rule 31.2) is unlikely to be straightforward, procedure for ballot papers, including possibility of Single Transferable Votes.

Even if the number of candidates is less than the number of board places available, candidates will still need to satisfy the meeting that they meet the criteria for board membership. i.e. election will not be automatic.