**NOMINATION FOR ELECTION TO THE VETLIFE BOARD OF TRUSTEES**

|  |  |
| --- | --- |
| **Full Name (incl. middle names)**  **Date of Birth** |  |
| **Full Address**  **Email**  **Phone** |  |

Those wishing to stand for election to the Vetlife Board of Trustees must be nominated by a current member of Vetlife. If you do not know any current members, please contact the Vetlife office for assistance.

|  |  |
| --- | --- |
| **Full Name of Proposer** |  |
| **Address of Proposer**  **Email**  **Phone** |  |

Please provide the names of two referees who know you professionally and are current M’sRCVS

|  |  |
| --- | --- |
| **Referee 1** |  |
| **Relationship to applicant and how long known** |  |
| **Referee 2** |  |
| **Relationship to applicant and how long known** |  |

Please return this completed form by post to:

Company Secretary, Vetlife, 7 Mansfield Street, London W1G 9NQ

or by email to: info@vetlife.org.uk

to arrive before noon on **2 August 2021.** Confirmation of receipt will be sent.

Further information is available from the Vetlife office and at <http://www.vetlife.org.uk>

Please use the space below to explain to the membership (max. 500 words) why you are seeking election and describe any pertinent skills and experience you would bring to the Board.

|  |
| --- |
|  |

**FURTHER INFORMATION REGARDING THE VETLIFE BOARD OF TRUSTEES**

* The Board of Trustees is the governing body of Vetlife with responsibility for management of the assets, charitable distribution of benefits, day to day administration of activities, employment of staff and engagement of consultants. It consists of twelve trustees.
* A Trustee must be a registered MRCVS and full member of Vetlife. For details of Vetlife membership, please contact the Vetlife office.
* Particular attention is drawn to the independence of the Board of Trustees of Vetlife from other veterinary organisations and to the avoidance of potential Conflicts of Interest in relation to Board Membership or voluntary activities. Membership of, or participation in, professional disciplinary bodies such as the Preliminary Investigation Committee or Disciplinary Committee of RCVS will be considered fully conflicted in this context.
* Trustees are asked to scrutinise and comment on papers put to them by the charity, and to participate in meetings of the Board of Trustees, to which may be added such participation in committees or working groups as may from time to time be required.
* Trustees are expected to be ambassadors for Vetlife and will be asked to represent the charity at meetings or conferences.
* By standing for election, nominees will be deemed to be declaring that they are a ‘fit & proper person’ as defined in [H M Revenue & Customs guidance](https://www.gov.uk/government/publications/charities-fit-and-proper-persons-test/guidance-on-the-fit-and-proper-persons-test).
* Any Trustee appointed will be required to undertake an enhanced level Disclosure & Barring Service (DBS) check (England and Wales), Protecting Vulnerable Groups (PVG) Scheme, (Scotland). Vetlife has a policy on the Rehabilitation of Ex-Offenders (copy available upon request) and observes both the DBS (England and Wales) and Disclosure (Scotland) [Codes of Practice](https://www.gov.uk/government/publications/dbs-code-of-practice).

**Declaration**

I declare that I:

* am a "fit and proper person" as defined in [H M Revenue & Customs](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/392977/model-dec-ff-persons.pdf) guidance;
* am not [disqualified](https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities) from holding a senior manager position;
* will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me;
* am not a member of, or participate in, professional disciplinary bodies;
* will inform the trustees promptly if, after the date of this declaration, my status alters and this declaration needs to be updated;
* understand that I will be appointed subject to undertaking a satisfactory enhanced Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG) check as appropriate;
* understand that the role of Trustee at Vetlife is exempt from the Rehabilitation of Offenders Act 1974 and that if successful, I will be required to declare:
  + all unspent convictions and conditional cautions;
  + all spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

Full Name (including post nominals):

Signature: Date: