



Nomination for the role of Trustee/Director of Calderdale Community Forum Ltd

Nomination Form (for Voluntary & Community Groups only)

Name of Organisation making nomination

Details of Nominee

Name of Nominee

(Only representatives of Voluntary & Community groups based in or operating in Calderdale may be nominated)

Organisation _____

(Must be a Voluntary or Community Group).

Director/Trustee Role of interest (Chair, Treasurer, Vice Chair or to Deputise)

Brief description of the skills you will bring to the role

I/we confirm that we have consulted the nominee and he/she has consented to this and understands that they will be representing the whole of the VCS not just their individual organisation or area of interest.

Nominated by _____

Signature _____

Date _____

CLOSING DATE FOR NOMINATIONS IS 9.00 am Monday 17th November 2008.

Please return completed to –

Calderdale Community Forum, The Resource Centre, Hall Street, Halifax. HX1 5AY



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GUIDANCE NOTES ON THE ROLE OF A DIRECTOR/TRUSTEE

1. The membership will be appointing up to 6 trustees at the 2008 AGM
2. All proposed trustees need to be aware of their responsibilities as both Company Directors and Charity Trustees and are advised to inform themselves of these through the websites of Companies House and the Charity Commission.
3. Trustees are expected to attend monthly Trustee meetings and to undertake other tasks between meetings as required by the Board.

ROLE REQUIREMENTS

1. Commitment to furthering the interests of the VCS in Calderdale through representational activity and the structures of the Community Forum and Calderdale Forward
2. Organisational and financial management skills and experience

Please note that current officers advise that to take the Community Forum through this time of transition prospective trustees need to have a good understanding of the current structures of the Community Forum and LAA and will have probably have played a previously active role in Forum strategy and/or management.

For an informal discussion on this role please contact

Clare Jones, Acting Chair

01422 386500

clare.jones@calderdalewomen.org.uk