**PART A**

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**Commonwealth Association of Planners**

**NOMINATION FORM**

**BOARD TRUSTEE**

*Preamble.*

*The role of Board Trustee is a new role introduced in the 2022 Constitution. There are 7 Board Trustees who, together with the President and Secretary-General make up the CAP Board, responsible for ensuring that the Association is fulfilling its Purposes, complies with relevant law and fulfils the Association’s responsibilities in maintaining and reporting its finances. Trustees are elected for a term of 2 years, although as with the President, Trustees can be re-elected at the end of the 2 year term, subject to not serving for more than 6 years continuously. The term of office commences on 1st January following the election.*

*Anyone who appears on the membership lists of full and affiliate members of CAP may stand as a Trustee.*

*The role of Trustee involves ensuring that CAP continues to meet its charitable purpose and, whilst the legal duties are not unduly burdensome, it is important that anyone standing as a Trustee is supported by their Member Organisation as an appropriate person to be a Trustee.*

*Importantly, anyone taking the post of Trustee cannot also represent their Member Organisation on the Assembly or General Assembly – Board Trustees are required to put the interests of CAP first when attending CAP meetings or acting on behalf of CAP. In order to ensure a wider spread of skills and backgrounds are represented at Board meetings, only one Trustee can be elected from any one nation, even if more than one person is nominated from that nation. Current representatives (or “Vice Presidents”) can be nominated for the role of Trustee but, if elected, must step down from their representative role.*

*The position of Trustee is important to helping CAP function and spread the load that otherwise falls on the shoulders of the President and Secretary-General. Elected Board Trustees will be important members of CAP, from time to time representing the Association in place of the President or Secretary-General but must be willing to take a proportion of the work that our volunteers perform.*

*Whilst individuals can self-nominate, candidates will require the support of their Member Organisation to confirm their validity to stand..*

*About you.*

**Name:**

**Title:** (eg Mr/Mrs/Ms/Mz etc)

**Professional Planning Organisation of which you are a full Member:**

**Date on which you became a full Member:**

**Membership number** (where applicable):

**Your home address:**

**Address for correspondence, if different:**

**Email address:**

**Telephone number** *(including country code)***:**

**Where you work:**

**Name of organisation:**

**Your job title/role:**

**How long have you worked there?**

**I hereby confirm that the above information is correct and submit my nomination for the post of Board Trustee of the Commonwealth Association of Planners.**

**Signed: ………………………………………………………………………….. Date: …../…./…………….**

**Please print your name: ……………………………………………………………………………………….**

*Please attach a* ***statement*** *of no more than 300 words explaining why you are standing for the post of Board Trustee and your suitability for the role. The statement will serve as your ‘manifesto’ for the election and will be issued in due course to all Member Organisations entitled to vote in the election.*

*Please send one pdf copy of this form (with the completed Parts A and B) to the Administrator of CAP at* [*annette.odonnell@rtpi.org.uk*](mailto:annette.odonnell@rtpi.org.uk)*. Please also send both a further pdf copy and a Word doc version to the Chief Executive or equivalent of your Member Organisation so they may complete Part C.*

*Both your form and the confirmation of support from your Member Organisation must arrive with the Administrator no later than 25 September 2023.*

**PART B**

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**Commonwealth Association of Planners**

**NOMINATION FORM**

**BOARD TRUSTEE**

*Confirmation of Eligibility to Hold Office*

*The Commonwealth Association of Planners is a Charity, registered in Scotland, and the President, along with the Secretary-General and elected Board Trustees, are unable to serve if s/he is a declared bankrupt. It is also important that a person elected as President has no criminal record or upheld or unresolved ethical or professional complaint that might bring the Association into disrepute. Please answer the following questions.*

1. I acknowledge that I have received/downloaded and read a copy of the Constitution of the Commonwealth Association of Planners (2022 version);
2. I agree to observe, respect and comply with the Constitution;
3. I undertake to diligently discharge the duties assigned to me in my role on behalf of CAP and undertake, except as required by law, to put the interests of the Association first when acting on its behalf;
4. If elected, I agree to make full and complete disclosure of any conflict of interest which I may have now or in the future and will refrain from participating in any decision making process in regards to any matter where I have a conflict of interest;
5. I confirm that I am not and have not been declared “bankrupt” in the meaning given in law;
6. I know of no reason relating to my past conduct or any criminal conviction why I may not serve as Board Trustee of the Association and why my doing so might cause harm or embarrassment to the reputation of the Association.

**Signed: ………………………………………………………………………….. Date: …../…./…………….**

**Please print your name: ……………………………………………………………………………………….**

**PART C** – to be completed by the Member Organisation.

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**Commonwealth Association of Planners**

**Confirmation of Support of Candidate for Post of**

**BOARD TRUSTEE**

*Note for those completing Part C of the form (this part).*

*Parts A and B of the Nomination Form will have been completed by the candidate and you should be in possession of a pdf copy of the signed form (both parts A and B).*

*You are asked to complete Part C and to send the completed, signed version in pdf format to the Administrator of CAP by the due date (see details at the end of this form).*

*Completing this form does not commit your Organisation to voting for the nominated candidate as your preference in the election: your support at this nomination stage simply confirms your view that the candidate is eligible to stand. It is permissible for an organisation to support the nomination of more than one candidate.*

*Please contact the Administrator should you have any queries about the form or the process of nomination and election.*

**Name of candidate:**

**Your Name:**

**Your Position within Membership Organisation:**

**Name of Membership Organisation:**

**Address/email address for correspondence:**

**Your telephone number** *(including country code)***:**

*Confirmation of support for Candidate to serve as Board Trustee*

*The Commonwealth Association of Planners is a Charity, registered in Scotland, and the President, Secretary-General and elected Board Trustees, are unable to serve if s/he is a declared bankrupt. It is also important that a person elected as Board Trustee has no criminal record or upheld or unresolved ethical or professional complaints that might bring the Association into disrepute.*

**I hereby confirm that** [*insert name of candidate]* **is a full Member of** *[insert name of Member Organisation].*

**I confirm that** *[insert name of Membership Organisation]* **supports the nomination of** *insert name of Candidate]* **for the post of Board Trustee of the Commonwealth Association of Planners.**

**I confirm that I know of no reason why the Candidate may not serve as Board Trustee of the Association:**

**Signed: ………………………………………………………………………….. Date: …../…./…………….**

*Please send one pdf copy of this form to the Administrator of CAP at* [*annette.odonnell@rtpi.org*](mailto:annette.odonnell@rtpi.org)*.uk to arrive no later than 25 September 2023.*