

Becoming a Director and Trustee of SF&G

The Board of Directors (who are also charity Trustees) of SF&G has responsibility for setting the charity’s strategic direction, establishing policy and representing the charity at a UK level.

This is a fulfilling role that, whilst seeking to make the most of your skills and knowledge, will also provide potential for personal and professional development.

**Terms of Office**

SF&G Directors currently serve a maximum 3-year term; one third must stand down each year. Directors standing down may seek re-election for one further term of office. Newly elected Directors will serve from 1April 2023 but will be invited to attend as observers at any Board meeting between the AGM and 1 April; an induction will also be arranged.

**Composition of the Board**

There is a maximum of 11 Trustees/Directors of whom 8 will be elected by the voting members and 3 will be appointed by the Board to fill any identified skills and experience gaps. One or more of those 3 places may be appointed from individuals nominated by members, or from elsewhere. The Board chooses a Chair, Vice Chair and Company Secretary.

As part of our commitment to equity, diversity and inclusion, SF&G wishes to strengthen the board to better reflect the diversity of our society. We welcome nominations from individuals who bring different backgrounds, perspectives and lived experience in addition to a range of skills.

**Outline Duties of the Directors**

* Contribute actively to giving firm strategic direction to the organisation, and ensuring that it operates in line with its charitable purpose and objects
* Attend at least 8 of the 11 Board meetings per year, with management present. Some are held face-to-face, but most by teleconference, it is essential to read the papers in advance of meetings
* In addition the Board meets monthly for ‘Board only’ meetings by teleconference
* Ensure that the charity complies with its legal and moral obligations
* Represent the charity at occasional national or regional events
* Serve on sub-groups of the Board as appropriate
* Keep informed of the activities of the charity and wider issues affecting its work.

**Process of election**

If you would like an informal discussion on what is involved, please get in touch using the contact details below. We can also put you in contact with the Chair and other Board members who will be happy to provide you with further information.

* Company Secretary, Caroline Hutton Tel: 07783 921 011 or email: [carolinehutton@blueyonder.co.uk](mailto:carolinehutton@blueyonder.co.uk)
* Nominations to be received by post or email by midday **8 December 2022**
* Nomination details and other AGM papers will be collated and circulated to all SF&G members, and voting papers to those members eligible to vote, on 15 December 2022
* Proxy voting by email with the closing date of midday Wednesday **18 January 2021**.



SF&G Director and Trustee Nomination Form 2023

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| This section to be completed by representative of a member of SF&G. | |
| **I/we hereby declare that our organisation:** (please insert name of organisation)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **is a member of SF&G.** | |
| **I/we wish to propose the following person for appointment as a SF&G Director.** Name of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please use capital letters) | |
| **Signed:**  **Name:**  **Position/Job title: Date:** | |
| This section to be completed by the person nominated. | |
| **Full name** (including title): | |
| **Any former names:** (where used for business purposes) | |
| **Nationality: Date of Birth:** | |
| **Occupation:** | |
| **Residential address:** (incl. Postcode) | |
| **If elected, please indicate if you are you happy for your residential address to appear on the public record? (**If not, it can be listed as c/o the registered office of SF&G). | Yes / No |
| **I declare that:**   * I am not aware of any reason why I should not be a charity trustee; * I have no unspent convictions which might affect my suitability to act as a trustee; * I am not an undischarged bankrupt; * I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(b) of theInsolvency Act 1986; * I have no undischarged arrangements or composition with creditors; and * I have not been disqualified from holding office by the Charity Commission or a court. * I understand that to act as a charity trustee whilst disqualified is a criminal offence punishable with up to two years’ imprisonment if convicted on indictment. | |
| **Signed:**  **Date:** | |

Please tell us why you are interested in becoming a Trustee and Board member of SF&G; an outline of your interest and experience in relation to community or care farming/gardening and/or directing a charitable company; your skills, attributes, and competencies that you feel would be relevant to your role as a Board member; and any additional information you would like to share.This information will be circulated along with that provided by other nominees to those members eligible to vote.

**Please note: maximum 250 words.**

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Please return this form by email **by midday 8 December 2022** to:

[membership@farmgarden.org.uk](mailto:membership@farmgarden.org.uk)

**Please note:** If successful, the information on this form will be used for Companies House/Charity Commission filing.