**IOR Board Trustee nomination form**

**Return by noon 1st August to** [**ior@ior.org.uk**](mailto:ior@ior.org.uk)

I, ………………………………………………..… (print name) am applying to join the IOR Board of Trustees (Council) of the Institute of Refrigeration, Charitable Incorporated Organisation 1166869, registered address Kelvin House, 76 Mill Lane, Carshalton, Surrey SM5 2JR.

I hereby confirm the following

1. I have read and understood the documents on the IOR website page <https://ior.org.uk/about/board-of-trustees/BecomeaTrustee/guide-to-becoming-a-trustee>

Role description for IOR Trustees

Duties and responsibilities of Charity Trustees (Charity Commission)

Code of Conduct for IOR Trustees

Annex A of Eligibility Declaration below

1. My commitment and intention to taking part in all Board meetings and decision-making on behalf of the Charity.
2. I have completed the eligibility declaration below
3. That my membership fees are paid up to date and I am therefore entitled to stand for election
4. The persons named below as supporters are members of the IOR and have confirmed that they support this nomination in writing (copy attached of letter/email confirmation or as signed in person (“Wet” signature below)
5. The information provided on this form is accurate to the best of my knowledge.
6. My nomination will not be valid if it is received by the IOR after the closing date, does not contain all of the required information (including photo) or if a supporter confirmation is not validated.
7. I understand that an election may be held for members to decide on which nominees should fill the vacancies using the information provided on this form. Appointments of Trustees will be announced and will commence at the next IOR AGM.

Signed …………………………………………………………………………………….. Date ………………………………………

All nomination forms received will be acknowledged by email to the address provided below. If you have not received your acknowledgement please call the Institute on 0208 647 7033 to check that we have received your form.

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| --- |
| **Full name of nominee:**  Please send a good quality PJG photo by email to [ior@ior.org.uk](mailto:ior@ior.org.uk)  Membership grade:  (Fellow, Member, Associate or Technician grades are eligible)  Preferred email:  Postal address: |

|  |  |
| --- | --- |
| **Nominee’s name** |  |
| **Nominee statement:**  (MAXIMUM OF 250 WORDS – any words over 250 count will be deleted. This information will be made publicly available to the membership) | |
| **Supporter information**: Nominations must include supporter confirmations. This can either be a separate email attachment from the supporter including their name/email/member grade and confirmation **or** a copy of this form completed and showing their signature as below *(\* note: a typed name or insertion of an image of their signature is not acceptable as a signature this must be a scan or photo of the hand signed document, or an email sent from their own account confirming that they will support your nomination)* | |
| **Supporter 1-**  Must be a Fellow, Member, Associate or Technician. | Full Name:  Email:  Grade of membership:  \*Signature |
| **Supporter 2 –**  Must be Fellow, Member, Associate or Technician. | Full Name:  Email:  Grade of membership:  \*Signature: |

\* a typed name or insertion of a picture of a signature **is not acceptable** . This must be either a scan or photo of the hand signed document, or an email sent from their own account confirming that they will support your nomination

**IOR Trustee eligibility declaration**

The purpose of this declaration is:

* To satisfy the charity that members who are applying for a trustee position are not disqualified from holding that position.
* For individuals who are applying for a trustee position to declare that they are not disqualified from holding that position.

Individuals are automatically disqualified from acting as a trustee of a charity if one or more of the reasons in Annex A apply and they have not obtained a waiver of that disqualification from the Charity Commission.

Please read the automatic disqualification in Annex 1 and complete and sign this declaration to confirm your eligibility. If one of the disqualification reasons does apply, you may be able to apply for a waiver from the Charity Commission which will allow you to act as a trustee.

The IOR will hand and process this form in accordance with duties under the General Data Protection Regulation (GDPR).

**Declaration**

I declare that:

* I am not disqualified from acting as a trustee; and
* I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

Full Name:

Signature: Date:

(“wet” signature only, please sign and scan or take phone of signed document, do not paste in a signature image)

Charity Name and Number: Institute of Refrigeration 1166869

**Annex A – Disqualification Reasons**

You are automatically disqualified from acting as a trustee if:

1. You have an **unspent** conviction for any of the following
2. an offence involving **deception or dishonesty**
3. a **terrorism** offence
   1. to which Part 4 of the Counter-Terrorism Act 2008 applies
   2. under sections 13 or 19 of the Terrorism Act 2000
4. a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
5. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
6. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
7. an offence of **misconduct in public office, perjury** or **perverting the course of justice** yes/no
8. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
9. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
10. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
11. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
12. You are **a designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
13. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
14. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
15. You have been **removed** **from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
16. You are **disqualified from being a company director,** or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
17. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
18. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
19. You are **subject to** a moratorium period under **a debt relief order**, or a debt relief restrictions order, or an interim order
20. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)