

# Information for candidates intending to stand for election to the Friends of Stretford Public Hall Board

This guidance offers an introduction to Friends of Stretford Public Hall (FOSPH) Board and an overview of the role of a FOSPH director to candidates intending to stand for election to, or who may be appointed to, the Board

**To submit a nomination, candidates are asked to submit biographical notes (Maximum 150 words) about themselves detailing their experience and qualifications for standing to the board. This information should be sent electronically to friends@stretfordpublichall.org.uk no later than midnight on Sunday 4 September**

## **Introduction**

FOSPH is registered as a charitable community benefit society under the Co-operative and Community Benefit Societies Act 2014, this makes it a corporate body. Accordingly, its Board of Directors are considered to have the same level of responsibilities as directors of other corporate bodies such as companies.

## **Term of Office**

There are no restrictions on term of office except that each Annual General Meeting, one third of board members must retire and reapply for election. The Directors to retire shall be the Directors who have been longest in office since their last election

## **Qualification for office**

In line with the Society's rules, in order to be eligible to serve on the Board, a person must:

- have attained the age of 18; and
- be able to demonstrate that s/he has the relevant experience, skills and qualifications necessary to serve on the Board; and
- not be disqualified from holding office as a director, a trustee of a charity, subject to a bankruptcy order made against them, or in the written opinion of a registered medical practitioner that person has become physically or mentally incapable of acting as a Director and may remain so for more than three months.

## **Experience & qualifications**

Collectively the Board aims to reflect the interests and diversity of the local community. Individually, Directors should be able to offer professional or other

expertise in relevant areas, resulting from experience and or qualifications, as determined by the incumbent Board.

### **Process for nomination**

All candidates intending to stand for elections to the FOSPH Board are required to complete and submit a Nomination at least two weeks before the AGM. The FOSPH Board will confirm whether the nominee meets the qualifications for office within one week of receiving the application.

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### **What is involved in serving on the Board of Directors?**

The Board meets at least once a month. Along with attending board meetings, members are expected to contribute additional voluntary effort in supporting the activities of the society.

In addition, Directors liaise and engage via email and the Slack platform. Being able to communicate electronically is an important part of being a director; papers and meeting arrangements are made by email.

### **What are the responsibilities of Directors of FOSPH?**

As mentioned, FOSPH is a corporate body, as such the Directors have a similar status to those of a company.

As the Board is representative in nature whilst it is important the Directors are aware of their responsibilities under the law and in relation to good corporate governance, the Board's focus in the main is to lead the strategic thinking and focus of the organisation.

The common law duties of Directors are codified in the Companies Act 2006, and they are considered to apply to Directors of Societies. The duties are explained in more detail below:

### **Duty of care**

Directors have a duty of care, which includes:

- Ensuring they have sufficient knowledge and understanding of the business
- Understanding the principal risks faced by the business
- Seeking professional advice when appropriate
- Delegation of functions when appropriate and supervision of these

**Due diligence**

Directors are in charge of the organisation's affairs and are fully liable in law. Ignorance is no protection under the law. They must always act with due diligence and will hold greater responsibilities on matters in which they are professionally qualified or experienced.

**Confidentiality**

Directors are in a position of trust both for the Board and the organisation as a whole. They act as trustees and agents for the organisation and its members, and must not disclose confidential matters. As with standard practice when acting in the capacity as a Director of FOSPH, a Director's duty of care is to FOSPH, and not any other organisation that Director may be a member of.

**More information**

If you want further information, or would like to speak to either a current member of the Board of Directors or an officer of FOSPH, please contact

[friends@stretfordpublichall.org.uk](mailto:friends@stretfordpublichall.org.uk)