

HEREFORD UNITED SUPPORTERS TRUST

ELECTION CANDIDATE INFORMATION PACK 2016

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1. Election to The Trust Board

Thank you for considering being a candidate for election to the Hereford United Supporters Trust (HUST) board.

If you would like stand for election as a HUST board member you will find the nomination form later in this pack. However, we urge you to read the pack in full as it will explain a little about the purpose of the Trust, what might be expected of you should you be elected, and of course, what you need to do to be nominated.

This Election is being run according to the HUST Election Policy and the HUST Board Membership and Conduct Policy which are available to view on the HUST website.

If you have any queries around this pack please do not hesitate to contact the HUST Election Management Group: hustelections@gmail.com

Complaints or concerns relating to the election process may be directed to the independent chairman of the EMG Neil Le Milliere: neil_le_milliere@btinternet.com

We thank you for your interest and look forward to hearing from you.

The Election Management Group

Neil Le Milliere is an elected member of the Exeter City Supporters Trust and was involved from before its inception to the present, some 17 years. He then became an elected member of the Supporters Direct Board in 2005 and has been re-elected twice. He also serves as the Chair of both the SD England and Wales Council and the SD Governance Committee. Neil has acted as a Nominations and Returning Officer for numerous other Trusts' elections at various clubs, so he brings a wealth of experience to the EMG. Neil is a retired Civil Servant having worked at various Whitehall Departments for 34 years.

Tim Brown was a member of the original Working Group from which HUST was born, and served on the original EMG. Tim has been a teacher at the Hereford Cathedral Junior School for 26 years, was Secretary of Wormelow Cricket Club and has served as Chair of the Herefordshire Constituency Labour Party.

David Evans lives near Brecon and worked as an IT consultant in the telecoms sector for several years. He is currently a small business owner. He is HUST member 13 and was part of the original HUST Working Group.

Andy Walkden is a HUST member since 2013 and has experience running elections in his previous work. He is currently self employed and now lives in Hereford.

2. About Hereford United Supporters Trust (HUST)

HUST is a registered society under the Co-operative and Community Benefit Societies Act 2014 whose purpose is to maintain healthy, balanced and constructive relationships between Hereford Football Club, its supporters and the communities it serves.

The Trust Board is the formal management body of HUST. Under the Trust constitution, the Board may consist of up to 9 members and an appointed secretary.

The primary responsibilities of the Trust Board are to ensure that the Trust is continually working towards achieving the objects of the Trust, which are to benefit the community by:

- Being the democratic and representative voice of the supporters of the Club and strengthening the bonds between the Club and the communities which it serves.
- Achieving the greatest possible supporter and community influence in the running and ownership of the Club.
- Promoting responsible and constructive community engagement by present and future members of the communities served by the Club and encouraging the Club to do the same.
- Operating democratically, fairly, sustainably, transparently, with financial responsibility and encouraging the Club to do the same.
- Being a positive, inclusive and representative organisation, open and accessible to all supporters of the Club regardless of their age, income, ethnicity, gender, disability, sexuality or religious or moral belief.

Vacancies on the Board

There are 4 places available for election this year. At the conclusion of the election the newly elected Board will meet and select from amongst themselves a Chair, a Vice Chair, a Treasurer and a lead for any sub-committees which may be required.

Potential Board members should therefore be prepared to either take on one of the above roles, or become actively involved in a sub-committee which may take responsibility for an area such as Membership, Governance or Fundraising.

Personal Commitment

The Trust Board is required to meet at least once per quarter. A Board member is expected to attend all appropriate meetings. Virtual attendance by conference call for example, or by another method may be acceptable. Those looking to stand need to be aware therefore that for a Board member to be effective this work is likely to require a considerable and continuous time commitment.

The Trust and the Football Club

The Trust directly nominates three people to the Football Club Board.

Currently two of the three HUST nominated members of the HFC board are also members of the Trust Board.

HUST have confirmed that they are currently defining a process by which HUST chooses its nominated HFC board members and expect a policy for nominating representatives to the club board to be put to Trust members for approval at the 2016 AGM.

3. Guidelines for Trust Board Membership

Person Specification

Each Board member needs to have the following qualities:

- A commitment to HUST and its aims
- A willingness to commit to the necessary time and effort
- Integrity
- A long term strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to speak their mind whilst able to listen to the opinions of others
- An understanding and acceptance of the legal duties and responsibilities of being a Board member
- An ability to work as a member of a team and to take decisions for the good of HUST

Role Description

Members of the Trust Board must:

- be sixteen years of age or over at the date of their election
- agree and uphold the aims and objectives of HUST
- agree to follow the code of conduct as outlined below
- not benefit financially, either directly or indirectly, from any working relationship that is established in the course of duties undertaken or contracts made on behalf of HUST
- declare any real and/or potential conflicts of interest to the Chair when they arise
- not be subject to a bankruptcy order or have in place a composition with their creditors
- not be subject to a disqualification order made under the Company Directors Disqualification Act
- not have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974)
- be able to perform the duties reasonably expected of a Trust Board Member, standing down if becoming incapable by illness or injury
- abide by any rules set down for the conduct of elections

Code of Conduct

Candidates should also read the Supporters Direct model 'Board Membership and Conduct Policy' which is included as an appendix to this pack.

4. Getting Nominated....

The final page of this pack is the nomination form and candidate statement. These should be completed, and returned in accordance with the deadlines set in the election timetable. Nominations should be sent to the EMG in the manner described on the nomination form.

When completing the candidate statement candidates should bear in mind the following guidelines.

Candidate statements should be at least 400 words long and no longer than 1000 words. If a candidate's statement has more than 1000 words, it will be truncated and text will be inserted below stating "The candidate's statement has exceeded the permitted amount and has therefore been truncated".

Candidates shall not in their statements make threats, insults or derogatory, abusive, racist, sexist or homophobic statements. The EMG reserve the right to edit any statement to ensure that it does not breach these rules.

By submitting a nomination, candidates will be deemed to have accepted the Trust election policy, and have agreed to be bound by them. A check will be made against the candidate and nominators to ensure that they are eligible to participate in the election. Nominators should not normally be serving Trustees, officers, or members of the Club Board.

5. Election Timetable

25th August	Nominations open
8th September	Nominations close
15th September	Ballot papers sent
13th October	Voting closes
20th October	AGM and election results

6. NOMINATION FORM



TRUST BOARD ELECTIONS 2016 Nomination Form

Any person who holds adult membership of the trust will be eligible to stand for election.

To be eligible for election this form must be completed in its entirety, including candidate's signature and nominations, and must be received by the EMG before midday **Thursday 8th September 2016**

CANDIDATE DETAILS:

First Name														
Surname														
Address														
Contact telephone no														
E-mail														
HUST MEMBERSHIP NUMBER (IF KNOWN)														

I, the above named candidate, confirm that I fulfil the eligibility criteria set out in the election notification and guidance. I have read the Hereford United Supporters Trust rules and Codes of Conduct and agree to abide by the terms and spirit of these.

Signature _____

Date _____

Nominated By: (Two Nominations Required)

1:

Name			
Address			
HUST MEMBERSHIP NUMBER (IF KNOWN)			
Signature		Date	

2:

Name			
Address			
HUST MEMBERSHIP NUMBER (IF KNOWN)			
Signature		Date	

Nomination signatures can be supplied separately to this form, either by letter or by email confirming the nomination to: **hustelections@gmail.com**

All candidates can include a manifesto up to 1000 words, and supply a photograph, which will be published as your Candidate Manifesto and circulated with ballot papers.

PLEASE RETURN THIS COMPLETED FORM BY MAIL TO:

HUST Election Management Group, c/o Tim Brown, 30 Moorfield Street , Hereford, HR4 9JL

OR BY EMAIL TO:

hustelections@gmail.com

Supporting Statement for: (Name) _____

Please use this space to describe why you would like to stand for the HUST board: