**Application to join the Plant Heritage Board of Trustees**

All members of Plant Heritage’s Board of Trustees must be elected by the Membership at the Annual General Meeting (AGM), normally held in May.

At each AGM, one-third of the Trustees must retire from office and may stand for re-election. A Trustee must retire after serving a total of 8 years, consecutive or otherwise.

In accordance with the charity’s Articles, to stand for the office of Trustee a candidate must fully support the aims and objects of the charity and be a current member. In addition the candidate must be:

* Resident in the UK, Channel Islands or Isle of Man
* Aged over 16 and eligible by law to be a charity trustee and company director

(please see the information sheet below)

**Plant Heritage values diversity and is committed to ensure equal opportunity in every aspect of the charity’s work. We welcome applications from all sections of the community.**

A prospective Trustee is welcome to contact the Chairman or another Board Trustee, for an informal chat before submitting their application

Before election by the Membership, where possible those interested in the role will be invited to attend a Trustee Board meeting to give you an opportunity to see what the role is likely to involve.

If you would like to discuss any aspect of the process, please contact Cecilia Bufton, Chairman of Plant Heritage. Email: chairman@plantheritage.org.uk Tel: 07920 577355

**Application form**

Please use the attached form. In addition to basic information, you are asked to provide:

a. A short biography (no more than 200 words) to include:

* Relevant experience inside Plant Heritage or in any other organisation
* Qualifications and/or membership of professional bodies or other organisations
* Any additional interests, skills or experience relevant to the role

(You are also welcome to supply a full curriculum vitae)

b. A statement setting out why you are seeking election as a Trustee and of how you support Plant Heritage’s aims and objects (no more than 200 words)

c. A brief description of any interests or loyalties you may have which might conflict, or be perceived to conflict, with the duties and responsibilities of a member of the Plant Heritage Board of Trustees.

**Note on legal eligibility requirements for Trusteeship:**

When preparing to appoint a new Trustee, a charity must ensure that the person is qualified to act in this capacity. Some people are disqualified by law from acting as Trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

* Anyone who has an unspent conviction for an offence involving deception or dishonesty (theft, fare evasion, or falsely claiming benefit, for example)
* Anyone who is an undischarged bankrupt
* Anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
* Anyone under a disqualification order under the Company Directors Disqualification Act 1986 (see below).
* Anyone who has defaulted on payments under county court administration orders.

It is a criminal offence to act as a charity Trustee while disqualified.

For further information please refer to the Charity Commission for England and Wales at http://www.charitycommission.gov.uk/

Plant Heritage is a registered charity and a company limited by guarantee and so UK company law also applies. A court may disqualify people from being a company director if they have a:

* Conviction for criminal offences relating to the promotion, formation, management or liquidation of a company
* Conviction for fraudulent trading or fraud
* Record of persistent default on company legislation for filing accounts and other documents
* Record of conduct as a director that makes them unfit to be involved in company management

(Company Directors Disqualification Act 1986)

See Application form on next page

**APPLICATION TO JOIN THE PLANT HERITAGE BOARD OF TRUSTEES**

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| --- |
| **Contact Details**  Name:  Membership No (if already a member): |
| Address:  Telephone Home: Work: Mobile: |

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| --- |
| **Biography** (no more than 200 words) |

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| Statement setting out why you are seeking election as a Trustee and of how you support Plant Heritage’s aims and objectives (no more than 200 words) |

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| **Declaration of Conflict of Interests.**  Please note below any interests you may have, either in Plant Heritage or in any other way, which might conflict, or be perceived to conflict, with the duties and responsibilities of a member of the Plant Heritage Board of Trustees. |
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| **REFEREES** | |  | |
| *Please list the names and addresses of two persons from whom we may obtain a reference relating to your relevant experience that you are offering as part of your application.* | | | |
| **Referee 1** | | **Referee 2** | |
| **Address** |  | **Address** |  |
| **Tel No:**  **Email:** |  | **Tel No:**  **Email:** |  |