

IOR Board Trustee nomination form

Return by midday 1st August to ior@ior.org.uk

I, (print name) am applying to join the IOR Board of Trustees of the Institute of Refrigeration, a Charitable Incorporated Organisation (CIO) 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 listed below and will comply with all requirements including the principles of collective decision-making and confidentiality - see <https://ior.org.uk/about/board-of-trustees/BecomeaTrustee/guide-to-becoming-a-trustee>
 - ☐ Duties and responsibilities of Charity Trustees (Charity Commission guidance)
 - ☐ Role description for IOR Trustees
 - ☐ Code of Conduct for IOR Trustees
 - ☐ Annex A of the Eligibility Declaration below
2. The information provided on this form is accurate to the best of my knowledge
3. I have completed and attached the signed eligibility declaration below
4. My membership fees are paid up to date and I am therefore entitled to stand for election
5. The persons named below as supporters have confirmed that they support this nomination (supporters can either sign electronically on page 2 or provide an email stating their willingness to support the nomination and confirming email, member number and grade)
6. My commitment and intention to taking part in all Board meetings on behalf of the Charity, including induction meetings and required training sessions
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.
8. If elected my appointment as a Trustees will be announced and will commence on the date of the forthcoming IOR AGM.
9. My nomination will not be valid if it is not received by the IOR by the stated closing date (midday 1st August), does not contain all of the required information (including photo) or if a supporter confirmation is not validated.

Signature

Date

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

Full name of nominee:

Membership grade:

(Fellow, Member, Associate or Technician grades are eligible)

Preferred email:

Postal address:

Please send JPEG
photo



Signature

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 A and complete and sign this additional declaration to confirm your eligibility. If one of the reasons for disqualification 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 have read the Charity Commission guidance on Automatic Disqualification to act as a Trustee and confirm 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:

Charity Name and Number: Institute of Refrigeration 1166869

Annex A – Summary of the legal disqualification reasons why a person may not act as a Trustee.

This list below is extracted from the Charity Commission guidance available at [Automatic disqualification rules for charity trustees and charity senior positions - GOV.UK](#). Applicants should review the webpages linked to above and the Charity Commission Disqualifying Reasons Table before signing the declaration above.

1. Disqualifying reasons relating to unspent convictions

You are disqualified if you have an unspent conviction for:

- a dishonesty or deception offence disqualified from trusteeship. There is more information about what is meant by this in [Annex A](#)
- particular terrorism related offences
- particular money laundering offences
- particular bribery offences
- offences for misconduct in public office, perjury, and perverting the course of justice

- attempting, aiding or abetting these offences

You are not disqualified if your conviction is spent. You can

use this [guidance from the charity Unlock](#) to work out when your conviction becomes spent, and so no longer disqualifies you from being a charity trustee and from holding certain senior manager positions at a charity.

You can also look at the [Nacro website](#) or at the [employment section of GOV.UK](#) for information about what counts as a spent conviction and when convictions become spent.

2. Other disqualifying reasons

You are disqualified if you:

- are found guilty of disobeying a Charity Commission order or direction under the Charities Act
- are subject to notification requirements under Part 2 of the Sexual Offences Act 2003. This includes if you are subject to a Sexual Harm Prevention Order or you have breached a Sexual Risk Order. If the notification requirements apply to you, you are disqualified by the automatic disqualification rules
- are currently declared bankrupt or are subject to bankruptcy restrictions or an interim order, including an individual voluntary arrangement (IVA) - limited exceptions apply
- are subject to a debt relief order under the Insolvency Act 1986, or a debt relief restrictions order, or interim order, under that Act
- are disqualified from being a company director - limited exceptions apply
- have previously been removed as a trustee, or as an officer, agent or employee of a charity by either the Charity Commission or the High Court due to misconduct or mismanagement
- have previously been removed from a position of management or control of a charity in Scotland for mismanagement or misconduct
- have been found to be in contempt of court for making, or causing to be made, a false statement - limited exceptions apply
- are a designated person under particular anti-terrorist legislation

The disqualifying reasons and the exceptions are set out in full in the [disqualifying reasons table](#) (ODT, 18.8 KB).

It is important that you look at these full descriptions to decide if you are disqualified, and to see the limited exceptions that apply. You may need help from a legal advisor to decide whether your circumstances fall within the disqualifying reasons.