



THE ROYAL BRITISH LEGION

2019 ELECTION



THE NATIONAL CHAIRMAN
NATIONAL VICE-CHAIRMAN
AND 3 TRUSTEES

CONTENTS

| | Page |
|--|----------|
| NOMINATION/ELECTION PROCESS | 6 to 9 |
| TIMETABLE FOR ELECTIONS | 10 |
| QUALITIES REQUIRED FOR BOARD OF TRUSTEES | 11 |
| NATIONAL CHAIRMAN – ROLE DEFINITION | 12 |
| NATIONAL CHAIRMAN – QUALITIES REQUIRED | 13 |
| NATIONAL VICE CHAIRMAN – ROLE DEFINITION & QUALITIES REQUIRED | 14 |
| TERMS OF REFERENCE FOR THE BOARD OF TRUSTEES | 15 to 18 |
| PPRACTICAL INFORMATION ABOUT THE EXPECTATIONS OF TRUSTEES – QUALITIES REQUIRED | 19 to 20 |
| APPENDIX A – NOMINATION FORM – NATIONAL CHAIRMAN | 21 |
| APPENDIX B – ACCEPTANCE OF NOMINATION FORM – NATIONAL CHAIRMAN | 22 |
| APPENDIX C – NOMINATION FORM – NATIONAL VICE-CHAIRMAN | 23 |
| APPENDIX D – ACCEPTANCE OF NOMINATION FORM – NATIONAL VICE-CHAIRMAN | 24 |
| APPENDIX E – NOMINATION FORM – BOARD OF TRUSTEES | 25 |
| APPENDIX F – ACCEPTANCE OF NOMINATION FORM – BOARD OF TRUSTEES | 26 |



LETTER FROM TERRY WHITTLES, NATIONAL CHAIRMAN AND CHARLES BYRNE, DIRECTOR GENERAL



Attached you will find the new pack of information that we have put together to support the forthcoming process of nomination and election for key roles on the Board of Trustees. This replaces the traditional Circulars which have been sent out each year. We hope this provides all of the information and supporting documents that Voting Branches will need to submit nominations for all the elections which are due to take place prior to Annual Conference 2019. It also gives a lot more background about the responsibilities and requirements of these positions.

The Board of Trustees is ultimately responsible for governing The Royal British Legion and ensuring that it is effectively run. All Trustees are equally responsible in law for the Board's actions and decisions.

Trustees are therefore key leadership roles and the forthcoming elections are for the following:

National Chairman

The person elected will serve a three year term of office. Previous holders of this office may not be re-elected to any position on the Board of Trustees.

National Vice-Chairman

The person elected will serve a three year term of office. Previous holders of this office may not be re-elected to the office of National Vice-Chairman or as a Trustee but may stand for election as National Chairman.

Trustees (3 positions)

Those elected will serve a three year term. Elected Trustees may serve no more than three full and one partial term. Those who have previously been elected as Trustees may stand for election as National Chairman or National Vice-Chairman.

As we move on from our commemoration of the end of the First World War, the new National Chairman, National Vice-Chairman and Trustees will be steering RBL's plans for our centenary in 2021 and beyond.

This will be an exciting time, bringing both challenges and opportunities as we seek to ensure that The Royal British Legion continues to play the leading role in supporting the Armed Forces community.

It is vital that those who are elected have the skills and qualities for these important positions and can bring strong and effective leadership during this time of transition.

Within the pack, we have provided information about the respective responsibilities of these positions and set out the qualities that Voting Branches should be seeking in their nominees. We ask Voting Branches to consider these documents carefully and ensure that those who are nominated have the necessary skills and qualities for these roles. We hope that this pack will provide you with all of the information that you require to take part in the process of nomination and encourage all Voting Branches to consider this carefully. Any questions about any aspect of this pack should be directed in writing to Allan Burgin, Head of Governance and Administration at Haig House (aburgin@britishlegion.org.uk).

Please note that whilst this documentation has been revised and the presentation looks different to the 'Circulars' issued in previous years, the election process itself remains unaltered.



Terry Whittles
National Chairman



Charles Byrne
Director General

To
Branch Secretaries (not sub-Branches) (by email to Membership Support Officers/Volunteer County Secretaries to their Branch Secretaries)
Board of Trustees (by email)
Membership Council (by email)
County/District Chairmen (by email)
Membership Support Officers and Volunteer County Secretaries (by email)
The Royal British Legion Web Site, MyLegion and Office 365

NOMINATION/ELECTION PROCESS

PARTICIPATION IN THE NOMINATION/ELECTION PROCESS

Only 'Voting Branches' as defined in The Royal British Legion's Royal Charter may nominate or vote in these elections. A Voting Branch is defined as a Branch which has:

- (a) submitted, on or before 30 September in the preceding calendar year, its receipts and payments accounts for the Legion's previous Field Financial Year; and
- (b) submitted, on or before 31 December in the preceding calendar year, its completed form MS1 for the Legion's current Corporate Financial Year.

NOMINATIONS

1. Voting Branches may nominate one person for the office of National Chairman, one person for the office of National Vice-Chairman and one person for the position of Trustee. The same person may be nominated for all three positions but, if successful in more than one, may only accept their preferred position. The runner(s)-up for each of the other position(s) will be offered the position(s) declined.. Nominations from Branches not compliant with the definition of Voting Branches (as set out above) will not be accepted. Nominations must be passed at a Branch meeting (not a Branch Committee meeting) by a simple majority.
2. In recognition of the fact that the Chairman of the Women's Section is automatically a member of the Board of Trustees, the Central Committee of the Women's Section has agreed that Voting Branches of the Women's Section may not nominate candidates for these elections. This decision was endorsed by the Board of Trustees. Voting Branches of the Women's Section may however continue to vote in these elections. Please note that Governing Regulation 48 of the Royal Charter has been amended accordingly.
3. Candidates must be Members, or Life Members, of the Legion and willing to be nominated for the office of National Chairman or National Vice-Chairman or the position of Trustee
4. The Royal British Legion aspires to be a more culturally diverse organisation representing the serving community, ex-serving community and our membership. As such, the Board of Trustees welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. All candidates must be aged 18 or over and must not be disqualified from acting as charity Trustees (see Charity Commission guidance <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>)

NOMINATION/ELECTION PROCESS

5. Details of the responsibilities of the National Chairman, National Vice-Chairman and Trustees are included in this pack, together with the qualities required for such positions. Branches are asked to study these very carefully before considering nominating a candidate. RBL is a large, complex and multi-faceted organisation. A Branch should therefore not nominate a candidate unless it is certain that the proposed nominee has all of the attributes required to carry out the onerous duties involved in these high profile positions.
6. Nominations (either attached to an e mail in PDF form or in hard copy) should be submitted on the appended nomination forms to reach the Head of Governance and Administration (Allan Burgin – aburgin@britishlegion.org.uk) at Haig House not later than 5pm on **18 January 2019**. Nominations received after this date will not be considered. The receipt of nominations will be acknowledged by e-mail.
7. Each nomination must be accompanied by:
 - The written consent of the nominee and a signed declaration of legal compliance to be a charity trustee
 - Evidence that the nominee is a Life Member or a Member of The Royal British Legion
 - Curriculum Vitae (see below) and
 - A recent passport-style photograph of the nominee.
8. Candidates are requested to inform their County/District Committee of their nomination so that their position is known.
9. Nominations without the required information, and/or not made on the appropriate nomination form, will not be accepted and will be returned to the submitting Branch.
10. If only one nomination for the office of National Chairman is received by the closing date, this candidate shall be considered automatically elected to this office without the requirement for an election. Branches will be informed if this is the case. Where there is more than one nomination for the office of National Chairman, an election, as outlined below, will be held.
11. If only one nomination for the office of National Vice-Chairman is received by the closing date, this candidate shall be considered automatically elected to this office without the requirement for an election. Branches will be informed if this is the case. Where there is more than one nomination for the office of National Vice-Chairman, an election, as outlined below, will be held.
12. If three or fewer nominations for the position of Trustee are received by the closing date, these candidates shall be considered automatically elected to these positions without the requirement for an election. Branches will be informed if this is the case. Where there are more than three nominations for the position of Trustee, an election, as outlined below, will be held.

NOMINATION/ELECTION PROCESS

CURRICULUM VITAE (CV)

13. All candidates are required to submit a typed CV together with a recent passport style photograph. Whilst, in order to allow candidates to express themselves in their preferred manner, there is no longer a prescribed format for such CVs, they may be no longer than two A4 sized pages.
14. In constructing their CV, candidates should consider including information about their background and experience which is most likely to assist those voting in making a decision. Suggested points to include might be:
- Name
 - Career history, including relevant professional experience and qualifications
 - RBL specific experience (eg management, welfare, fundraising, etc)
 - A personal statement outlining what the candidate would bring to the position and what they hope to achieve during their tenure.
15. CVs will not be edited prior to dissemination, but candidates may be asked to make alterations which they may accept or decline.

BRIEFING SESSION FOR CANDIDATES

16. All nominees will be invited and encouraged to attend a briefing session in either London on Wednesday 30 January or Manchester on Thursday 7 February. This will offer candidates a better understanding of the responsibilities and requirements of these appointments. The session will offer an insight into how the Board of Trustees operates and provide the chance to explore the typical issues that form part of Board agendas. There will also be a briefing by RBL's lawyers on the legal responsibilities of charity Trustees and a question and answer session. Reasonable out of pocket travel costs for attendance at one of these sessions will be reimbursed.

CANVASSING

17. No canvassing, either directly by the candidate him/herself or indirectly on a candidate's behalf, may be undertaken. Where canvassing is proven to have occurred, the candidate concerned will be disqualified from standing for election.

NOMINATION/ELECTION PROCESS

ELECTIONS

18. Where an election is to be held, the Head of Governance and Administration will arrange for ballot papers, candidates' CVs and any other relevant material to be issued to Voting Branches by the Electoral Reform Services (ERS) not later than **18 February 2019**.
19. A Branch Meeting (but not a Branch Committee Meeting) of Voting Branches is to consider the candidates. The Chairman of the Branch Meeting is to complete and mark on the ballot papers the Branch's preferred candidates, one cross (X) for the National Chairman, one cross for the National Vice-Chairman and up to three crosses for the Trustees. Ballot papers must be returned to the ERS, using the envelope provided for that purpose, to arrive not later than 5pm on **2 April 2019**. Ballot papers arriving after that time, or sent to Haig House, will not be included in the ballot.
20. The counting of the ballots will be carried out by the ERS. To be elected, a candidate must receive a simple majority of the votes cast. In the event of a tie, the election will be decided by lot. The result of the election will be announced by the Director General.
21. The timetable for these elections is set out on the following page.

TIMETABLE FOR ELECTIONS

| DATE | EVENT |
|---|--|
| 2018 | |
| 1 October | Nomination pack issued to all Branches |
| 2019 | |
| 5pm 18 January | Deadline for nominations from Voting Branches to reach Head of Governance and Administration |
| 21 January | Nominees' eligibility checked. CV booklet sent to ERS for printing. |
| Wednesday 30 January – London Thursday 7 February – Manchester | Briefing days for nominees in London and Manchester |
| No later than 18 February | ERS dispatch CV booklet and ballot papers to Voting Branches |
| 5pm 2 April | Deadline for completed ballot papers to reach ERS |
| 4 April | Ballot papers counted by ERS. Result passed to the Director General who will inform candidates of the result by telephone Results published to Legion Branches, Trustees, County/District Chairmen and employees and on Legion website |
| 19 May | National Chairman, National Vice-Chairman and new elected Trustees take up position with effect from the close of the Annual Conference |

BOARD OF TRUSTEES – QUALITIES REQUIRED

The collective responsibilities of Trustees are set out in the terms of reference of the Board of Trustees (pages 15–18). In addition, all Trustees (ie including the National Chairman and National Vice-Chairman) require the following qualities of commitment and understanding:

- A commitment to RBL’s vision and values.
- Integrity to behave in line with RBL’s values and always act in the best interests of the organisation and its current and future beneficiaries.
- The ability to build effective working relationships with others based on mutual positive regard.
- An understanding of the Trustee role and legal responsibilities.
- A commitment to good governance and the motivation to support RBL to deliver its purpose most effectively for public benefit.
- Awareness of the environment in which RBL operates, and of issues affecting the voluntary sector.
- A readiness and ability to explain RBL’s public benefit.
- The ability to understand and analyse a wide range of information and maintain a balanced and objective view in reaching solutions.
- An acceptance of collective responsibility and appreciation of confidentiality. Able to unite behind Board decisions and accept these as binding.
- Sufficient time to effectively carry out Trustee responsibilities, including time spent preparing for meetings and sitting on board committees and other bodies where needed.
- A commitment to abiding by the standards of probity and behaviour laid down in the Trustee Code of Conduct.
- An understanding of the concept of real and perceived conflicts of interest and preparedness to declare any such potential conflicts.
- The ability to remain independent and to act in a personal capacity and not as the representative of any organisation or individual.
- Preparedness to participate in Trustee induction and other training/briefing as required and willingness to undertake visits to RBL services from time to time.

NATIONAL CHAIRMAN – ROLE DEFINITION

The National Chairman is a Trustee of The Royal British Legion and shares the collective responsibilities of all Trustees as set out in the Board's terms of reference. In addition, the National Chairman has the following specific additional responsibilities:

- Provide leadership to the Board of Trustees and ensure that Trustees fulfil their duties and responsibilities for the effective governance of The Royal British Legion.
- Chair meetings of the Board of Trustees, ensuring that the Board works effectively by developing strong working relationships and creating a culture where differences can be aired and resolved.
- Ensure that all Trustees are encouraged to participate in Board discussions and feel able to constructively challenge both the National Chairman and the Director General.
- Ensure that Board agendas are meaningful and reflect the key responsibilities of Trustees.
- Ensure that the Board's discussions focus on its governance role and do not intervene in management issues.
- Develop and maintain a professional relationship with the Director General within which each can speak openly. Support, and where appropriate challenge, the DG and ensure that the Board as a whole works in partnership with the executive team.
- Work constructively with representatives of other organisations concerned with the welfare of the Armed Forces Community, building and maintaining effective relationships at all levels.
- Represent RBL nationally and internationally at a wide range of high profile events. When speaking or giving interviews on behalf of RBL, recognise that views expressed may be taken as indicative of The Royal British Legion's views and policy.
- Work closely with the National Vice-Chairman, ensuring that he/she is kept briefed on key developments and issues. Support the development of the National Vice-Chairman as appropriate, creating opportunities for him/her to chair Board meetings and develop a full understanding of the National Chairman's role.
- Support the process of briefing/inducting prospective and new Trustees.
- Ensure that the Board is encouraged to review its own performance. If necessary, take the lead in addressing any performance or conduct issues in respect of individual Trustees.

NATIONAL CHAIRMAN – QUALITIES REQUIRED

In addition to the qualities required of all Trustees, candidates for the office of National Chairman will need to demonstrate the following additional requirements:

- Considerable knowledge of all aspects of RBL's work.
- Understanding of charity governance and of the role of the Board of Trustees in ensuring that RBL fulfils its objects.
- Skilled at chairing boards and committees with a thorough understanding of how best to engage all those involved in discussion and decision taking.
- Open, participative style which encourages effective team working.
- The presence and diplomacy to represent The Royal British Legion at high profile events.
- Ability to build and maintain effective relationships with senior personnel in a wide range of organisations.
- Confident and articulate when speaking in public.
- Have the time, physical fitness and good health to undertake what can be a physically and mentally demanding role, involving national and international travel.

NATIONAL VICE CHAIRMAN – ROLE DEFINITION

The National Vice-Chairman is a Trustee of The Royal British Legion and shares the collective responsibilities of all Trustees as set out in the Board's terms of reference. In addition, the National Vice-Chairman has the following specific additional responsibilities:

- Support the National Chairman in all aspects of his/her role, deputising for him/her as required.
- Take responsibility for chairing Board committees as required and also the Board of Trustees when requested to do so.
- Undertake specific projects as requested by the National Chairman.
- Act as a sounding board for the National Chairman and serve as an intermediary for other Trustees if and when required.
- Support the process of briefing/inducting prospective and new Trustees.

NATIONAL VICE CHAIRMAN – QUALITIES REQUIRED

In addition to the qualities required of all Trustees, candidates for the office of National Vice-Chairman will need to demonstrate the following additional requirements:

- Understanding of the range of The Royal British Legion's work.
- Basic understanding of charity governance and of the role of the Board of Trustees in ensuring that RBL fulfils its objects.
- Confident to chair meetings and/or take the lead on projects when required.
- Open, participative style which encourages effective team working.
- Have the time, physical fitness and good health to undertake what can be a physically and mentally demanding role, involving national and international travel.

THE ROYAL BRITISH LEGION (RBL) BOARD OF TRUSTEES – TERMS OF REFERENCE

These terms of reference set out the collective responsibilities of RBL's Board of Trustees. They reflect the basic legal and regulatory accountabilities which apply to all charity Trustees and set these in the specific context of The Royal British Legion. In addition, Trustees have personal accountabilities which are covered in the 'Trustee Qualities' document (page 11). All Trustees are equally responsible in law for the Board's actions and decisions and have equal status as Trustees.

These terms of reference reflect the principles of the new Charity Governance Code. They were approved by the Board of Trustees in June 2018.

MEMBERSHIP AND APPOINTMENT

1.1 The Board of Trustees comprises:

- | | |
|--------------------------------|---|
| (a) The National Chairman | Elected for 3 years under a national postal one-Voting Branch-one-vote process. One term only. |
| (b) The National Vice-Chairman | Elected for 3 years under a national postal one-Voting Branch-one-vote process. One term only. |
| (c) Up to 14 Other Trustees | <ul style="list-style-type: none"> • Chairman of the Women's Section • Up to 7 Trustees elected for 3 years under a postal one-Voting Branch-one-vote process • Up to 6 Trustees appointed for a period of 3 years. • Re-election/re-appointment permitted, but not beyond 9 years' service as a Trustee other than when a Trustee's first term was to complete the term of an unexpected vacancy in which case that first term may be disregarded. |

1.2 Although the National President is not a Trustee, he/she attends meetings of the Board of Trustees at his/her own discretion to observe and advise Trustees when appropriate.

1.3 A quorum of the Board will be 8 Trustees (including within that number the National Chairman and National Vice Chairman if present).

1.4 The National Chairman chairs the Board of Trustees (BOT) or, in his/her absence, the National Vice Chairman will chair the Board. If both are absent, the Chair may be taken by any other member of the Board elected by those present at the meeting and entitled to vote.

THE ROYAL BRITISH LEGION (RBL) BOARD OF TRUSTEES – TERMS OF REFERENCE

- 1.5 The Director General, Executive Board Directors and General Counsel will normally attend meetings. Other people may attend by invitation.
- 1.6 The National Chairman may also hold meetings solely with Trustees from time to time. The Director General may attend by invitation.
- 1.7 The Head of Governance & Administration is the Secretary to the Board of Trustees.

OVERALL ACCOUNTABILITIES

- 2.1 The Board of Trustees is the collective governing body with ultimate accountability for ensuring RBL:
 - Is effectively managed and run by the Director General (DG) and the Executive Board.
 - Meets its overall purpose and objectives.
 - Secures its long term direction and furthers its purpose.
 - Manages its resources responsibly.
 - Complies with the Royal Charter, the law and appropriate regulatory frameworks.
 - Has an effective mechanism for identification and management of the key risks facing the organisation.

DETAILED RESPONSIBILITIES

- 3.1 RBL Mission and Vision
 - Approve and seek assurance on implementation and progress/relevance.
- 3.2 RBL Culture and Values
 - Act with integrity, defining, agreeing and adopting values to create a culture which helps the organisation achieve its vision and strategy.
 - Role model leadership values and behaviours, holding self and others to account.
 - Ensure the RBL culture reflects organisational values.
- 3.3 RBL 5 Year Strategy
 - Lead the development of the strategy.
 - Approve the strategy and seek assurance on performance and implementation.
- 3.4 RBL Annual Operating (Business) Plan and Budget
 - Approve, testing alignment with strategy and vision.
 - Seek assurance on performance and implementation of the annual plan.
 - Approve the annual budget, including the level of deficit/surplus and any major new areas of spend/capital projects.

THE ROYAL BRITISH LEGION (RBL) BOARD OF TRUSTEES – TERMS OF REFERENCE

3.5 Corporate Governance

- Seek assurance that RBL complies with all legal and regulatory requirements.
- Approve changes to the Rules and Articles following Annual Conference as appropriate. Approve changes to the Governing Regulations.
- Establish, manage and monitor the governance framework for the Membership Council.
- Approve the Scheme of Delegation and seek assurance that the Legion acts within the terms.
- Approve RBL Report and Accounts.
- Act as custodians of RBL Group Structure – approve the establishment (disestablishment) of any subsidiary company.

3.6 Board effectiveness

- Agree the Board of Trustees' selection, appointment, development and Code of Conduct arrangements.
- Approve the appointment of appointed Trustees.
- Ensure that the Board continues to have the mix of skills, knowledge and experience that it needs to govern, lead and deliver RBL's purposes effectively. Ensure that appropriate succession plans are in place as terms of office come to an end.
- Ensure that the Board regularly reviews its own performance and that of individual Trustees.

3.7 Risk Management

- Approve the Corporate Risk Strategy.
- Seek assurance on key risks as appropriate.

3.8 Resources

- Guardian of all RBL assets.
- Protection and best utilisation of resources, including financial assets.
- Seek assurance that RBL has the resources to achieve the agreed strategy.

3.9 Policies

- Approve 'corporate' policies that arise from key legislative and regulatory frameworks, eg:
 - Anti-bribery/fraud
 - Data Protection
 - Diversity & Inclusion
 - Health & Safety
 - Investment
 - Safeguarding
 - Whistleblowing

THE ROYAL BRITISH LEGION (RBL) BOARD OF TRUSTEES – TERMS OF REFERENCE

3.10 Employment/Employee Relations

- Appoint, manage and support the DG.
- Appoint the Director of Finance & Commercial.
- Monitor organisational performance against delivery of RBL's strategic aims, plans and budgets, holding staff to account and supporting them in meeting these goals.
- Approve the total annual workforce expenditure – in the context of the budget.
- Approve the annual staff pay award.

3.11 Measurement and Performance

- Set direction for and agree 'balanced scorecard' and seek assurance on performance.

PRACTICAL INFORMATION ABOUT THE EXPECTATIONS OF TRUSTEES – QUALITIES REQUIRED

Meetings

Meetings of the Board of Trustees take place at least quarterly.

Committees

The Board delegates certain detailed or specialist functions to committees, while retaining ultimate responsibility through appropriate reporting systems. The terms of reference of all committees are approved by the Board.

The key standing committees of the Board are:

- (a) Audit and Risk.
- (b) Conference.
- (c) Governance.
- (d) Finance.
- (e) Membership Council.

The National Chairman and National Vice-Chairman are members of all committees of the Board of Trustees by virtue of their Office.

Annual Conference

Trustees are expected to attend Annual Conference unless unavailable due to other RBL commitments or for reasons authorised by the National Chairman.

Festival of Remembrance and the Cenotaph Parade

Trustees are expected to attend the Festival of Remembrance and to take part in the Cenotaph Parade unless unavailable due to other RBL commitments or for reasons authorised by the National Chairman.

Time Commitment

Trustees must be prepared to give sufficient time to carry out their duties properly and diligently.

Conflicts of Interest

Trustees may not hold office or a voting position at County/District or Branch level. Any possible conflict of interest must be declared and the Board's interests must always prevail.

PRACTICAL INFORMATION ABOUT THE EXPECTATIONS OF TRUSTEES – QUALITIES REQUIRED

Appraisal

All Trustees will be subject to individual and collective annual appraisals.

Expenses

Trustees will receive reasonable, out-of-pocket expenses.

Retirement, Resignation or Dismissal of Trustees

The Royal British Legion values the commitment and input of all Trustees but recognises that there will be circumstances when the relationship between RBL and a Trustee must come to an end. The following circumstances will make the role of Trustee untenable:

- (a) Written notice of resignation;
- (b) Bankruptcy or insolvency or any other reason which automatically disqualifies an individual from acting as a Trustee;
- (c) Unsatisfactory level of clearance being received following a DBS (Disclosure and Barring Service) or screening application;
- (d) Becoming incapable for medical reasons of fulfilling the duties of a Charity Trustee;
- (e) Being directly or indirectly interested in any contract linked to RBL's activities and failing to declare that interest;
- (f) Absent from three consecutive Board meetings without the National Chairman's prior approval in advance of each meeting;
- (g) Any Trustee subsequently appointed as an employee of The Royal British Legion shall be deemed to have resigned from their position as a Trustee with immediate effect;
- (h) The National Chairman reserves the right to ask a Trustee to step down if there is an evident conflict with RBL's mission, values and objectives, or where there is failure to accept majority decisions or other serious contravention of the Trustee Code of Conduct.

APPENDIX A

BRANCH NOMINATION FOR ELECTION OF NATIONAL CHAIRMAN – 2019

To: Director General

I certify that the following nomination for National Chairman was passed by a simple majority at a General Meeting of Branch, held on the day of 2018/2019. This Branch has considered the responsibilities and qualities required for this Office and believes that the nominee named below meets these requirements.

Name of nominee:

Enclosed for the above nominee are:

- (a) Written consent to being nominated and signed declaration of legal compliance to be a charity trustee ('Acceptance of Nomination' form);
- (b) Curriculum Vitae, including a recent, passport-sized photograph; and
- (c) Evidence that the nominee is a Life Member or Member of the Legion.

Signature of Branch Chairman:

Date:

APPENDIX B

ACCEPTANCE OF NOMINATION FORM FOR ELECTION OF NATIONAL CHAIRMAN – 2019

To: Director General

I accept the nomination of Branch for the Office of National Chairman.

I have read and understood the role definition and qualities required for this position and am confident that I have the necessary skills and qualities required for the Office of National Chairman.

I declare that:

- I am over the age of 18.
- I am not automatically disqualified from acting as a Charity Trustee (if in doubt see Charity Commission guidance <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>)

Name of nominee:

Contact numbers (mobile and landline):

E-mail address:

Signature of nominee:

Date:

APPENDIX C

BRANCH NOMINATION FOR ELECTION OF NATIONAL VICE-CHAIRMAN – 2019

To: Director General

I certify that the following nomination for National Vice-Chairman was passed by a simple majority at a General Meeting of Branch, held on the day of 2018/2019. This Branch has considered the responsibilities and qualities required for this Office and believes that the nominee named below meets these requirements.

Name of nominee:

Enclosed for the above nominee are:

- (a) Written consent to being nominated and signed declaration of legal compliance to be a charity trustee ('Acceptance of Nomination' form);
- (b) Curriculum Vitae, including a recent, passport-sized photograph; and
- (c) Evidence that the nominee is a Life Member or Member of the Legion.

Signature of Branch Chairman:

Date:

APPENDIX D

ACCEPTANCE OF NOMINATION FORM FOR ELECTION OF NATIONAL VICE-CHAIRMAN – 2019

To: Director General

I accept the nomination of Branch for the Office of National Vice-Chairman.

I have read and understood the role definition and qualities required for this position and am confident that I have the necessary skills and qualities required for the Office of National Vice-Chairman.

I declare that:

- I am over the age of 18.
- I am not automatically disqualified from acting as a Charity Trustee (if in doubt see Charity Commission guidance <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>)

Name of Nominee:

Contact numbers (mobile and landline):

E-mail address:

Signature of Nominee:

Date:

APPENDIX E

BRANCH NOMINATION FOR ELECTION FOR THE BOARD OF TRUSTEES – 2019

To: Director General

I certify that the following nomination for the Board of Trustees was passed by a simple majority at a General Meeting of Branch, held on the day of 2018/2019. This Branch has considered the responsibilities and qualities required for the position of Trustee and believes that the nominee named below meets these requirements.

Name of nominee:

Enclosed for the above nominee are:

- (a) Written consent to being nominated and signed declaration of legal compliance to be a charity trustee ('Acceptance of Nomination' form);
- (b) Curriculum Vitae, including a recent, passport-sized photograph; and
- (c) Evidence that the nominee is a Life Member or Member of the Legion.

Signature of Branch Chairman:

Date:

APPENDIX F

ACCEPTANCE OF NOMINATION FORM FOR ELECTION FOR THE BOARD OF TRUSTEES – 2019

To: Director General

I accept the nomination of Branch to be a Trustee of The Royal British Legion.

I have read and understood the role definition and qualities required for this role and am confident that I have the necessary skills and qualities required for the position of Trustee.

I declare that:

- I am over the age of 18.
- I am not automatically disqualified from acting as a Charity Trustee (if in doubt see Charity Commission guidance <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>)

Name of nominee:

Contact numbers (mobile and landline):

E-mail address:

Signature of Nominee:

Date:



Registered charity number: 219279