

HEREFORD UNITED SUPPORTERS' TRUST



ELECTION CANDIDATE
INFORMATION PACK 2020

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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 to 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: secretary@hust.org.uk

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](mailto:neil_le_milliere@btinternet.com) or 07946615889

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 20 years. He then became an elected member of the Supporters Direct Board in 2005 and has been re-elected twice. He also serves on the FSA National Council. 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.

Sarah Hudd is HUST's Membership Secretary and has lived in Hereford all her life. She started following Hereford United when her father took her with him to match days. She has two sons who joined the Junior Bulls four years ago when she started volunteering for HFC. She has been a member of HUST since 2017

Nick Frith is HUST's Independent Secretary for Governance. He lives in London where he works for The FA within the Women's Professional Game Division. He recently completed a certificate in Sports Governance.

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:

- To raise funds to support achieving the aims and objectives of the Trust and to achieve the maximum 50% allowable shareholding in HFC.
- 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 5 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, and usually meets once a month. 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 nominates three HUST Nominated Directors to the Football Club Board via a process agreed by Trust members.

Currently two of the three HUST Nominated Directors are also members of the Trust Board.

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 Trust's '[Board Membership and Conduct Policy](#)

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 (see item 5). 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.

Campaigning

The Trust should provide additional opportunities for members to communicate directly and ask questions of candidates. Members will be made aware of such activities via on-line promotion and in official AGM/Election documentation sent to the members.

Hustings

If there are more nominations than there are places on the board, a hustings event will be arranged for all candidates to answer questions that will be given in advance to the candidates. These questions will be drawn from the Trust membership and selected by the Election Officer and a nominated Trustee (who is not eligible to stand in the election). Time permitting, questions from the floor may be allowed. If needed, the hustings event will be arranged prior to the AGM.

Nominee attendance at the hustings is voluntary and non-attendance does not preclude a candidate from the election process.

5. Election Timetable

2nd October	Nominations open
23rd October	Nominations close
30th October	Ballot papers sent with related documents
TBC	Deadline for Hustings questions (if required)
TBC	Candidate hustings (if required)
27th November	AGM and elections

6. NOMINATION FORM



TRUST BOARD ELECTIONS 2020 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 **Wednesday 21st October 2020**

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: (See addresses below)

All candidates should include a manifesto not less than 400 and not more

than 1000 words in an electronic format., 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 Neil Le Milliere,
43 Southey Road,
London, N15 5LJ.

OR BY EMAIL TO: neil_le_milliere@btinternet.com

Supporting Statement for: (Name) _____

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

Please continue on a further sheet if necessary but remember to limit your manifesto to 1000 words.