



INFORMATION PACK FOR UNA-UK CONFERENCE COMMITTEE CHAIR ELECTIONS

About UNA-UK

The United Nations Association - UK (UNA-UK) is the UK's leading source of independent analysis on the UN, and a UK-wide grassroots movement. We believe that a strong, credible and effective UN is essential if we are to build a safer, fairer and more sustainable world. We derive great strength from our UK-wide network of members and UNA Groups. UNA Groups make a unique contribution to our mission by extending our reach into communities.

UNA-UK is a charitable company limited by guarantee (charity no.1146016, company no. 7824306), based at 3 Whitehall Court, London SW1A 2EL. We are completely independent of the UN and receive no funding from it.

We are pleased to invite members to play a key role to help us achieve our vision for a strong, credible and effective UN.

About the UNA-UK Board

UNA-UK has a board of trustees whose main objectives are to ensure that the charity: operates within the remit of its charitable objectives; complies with legislation pertaining to UK charities and companies; and is well-managed with sufficient resources to deliver on its objectives. Trustees also provide strategic direction to achieve these objectives.

All Trustees must be members of UNA-UK, meet the eligibility criteria set out in our Articles and abide by the Trustee Code of Conduct set out in the Trustee induction pack.

The Board meets four times a year at the end of each quarter – normally March, June, September and December. Trustees are expected to attend all meetings and must inform the Company Secretary if they are not able to do so.

UNA-UK Conference Committee

The Conference Committee focusses solely on organising UNA-UK's biennial Conference for members and supporters. Members of the Committee are elected by UNA-UK members present at the Conference. The Chair is a full member of the UNA-UK Board.

The next Conference Committee will be elected by UNA-UK members at the upcoming Conference on 12 April 2025. The Chair of the Conference Committee will join the UNA-UK Board meeting as an observer in June 2025 and then as a full member at the September 2025 board meeting.

The Chair of Conference Committee will be supported by UNA-UK staff and the rest of the Conference Committee including Vice-Chair and at least three other members. Minimum time commitment is on average 1.5 days per month (this includes preparing for and attending Board meetings, Conference Committee meetings and the Conference).

Please read the instructions in full below, as it explains what will be expected of you should you be elected as Chair of the Conference Committee, the rules of campaigning for election, and what you need to do to stand.

A. CONFERENCE CHAIR ROLE DESCRIPTION

The UNA-UK Conference Committee is currently inviting enthusiastic and outgoing UNA-UK members to apply to be the Chair of the next Conference Committee. The role would suit a member who is passionate about grassroots engagement, have strong event management skills, familiar with the work of UNA Groups, and can empathise with local activists.

Like all Trustees, the Chair of Conference Committee's primary responsibility is to ensure that UNA-UK operates within its charitable remit and that it is well-managed with sufficient resources to deliver its objectives.

Specific Conference Committee Chair responsibilities:

- Leading on the organisation and delivery of the next Conference
- Attending UNA-UK Board meetings and reporting on progress with organising the next Conference. If the Chair is unable to attend a Board meeting.
- Chairing Committee meetings ensuring all members are fully informed and can fully participate in meetings to organise an inspiring membership-led Conference
- Ensuring there is full consensus from the Committee when accepting any changes to the Standing Orders
- Submitting any changes to the Standing Orders for approval from the UNA-UK Board

As part of the UNA-UK Board, you should be able to demonstrate the following:

- Understanding and commitment to UNA-UK and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of charity trustees and company directors
- Empathy with the vision, mission and values of UNA-UK
- Integrity
- The ability to make good, independent judgements
- The ability to think strategically, objectively and creatively
- The ability to work effectively as a member of a team
- A willingness to speak their mind, as well as to accept group decisions

B. ELIGIBILITY CRITERIA

To be eligible to stand for election, nominees must:

1. Be fit to serve as a charity trustee and company director
2. Would not be disqualified from serving as a director under the provisions of Article 38 of UNA-UK's Articles, which include:
 - Any person who ceases to be a director by virtue of any provision in the Companies Acts
 - Any person who is prohibited by law from being a director
 - Any person who is disqualified from acting as a trustee by virtue of section 179 of the Charities Act 2011 or any statutory re-enactment or modification of that provision
 - Any person who is incapable of managing and administering his or her own affairs
 - Any person who ceases to be a member of the charity, either voluntarily or through termination of membership
3. Are aged 18 years or above at the date of this notice.
4. Have not been subject to a bankruptcy order or have in place a composition with their creditors.

5. Do not have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974)
6. Do not hold a salaried contract of employment or a fixed term contract with the Charity.
7. Are not subject to an inherent, ongoing conflict of interest with the Charity, or hold office in any organisation with conflicting interests to the Charity.
8. Do not stand to benefit financially, either directly or indirectly, from any working relationship that is established in the course of duties undertaken or contacts made on behalf of UNA-UK.
9. Be able to attend Board meetings four times a year, for online meetings by MS Teams and sometimes in person at UNA-UK's office in London
10. Be able to serve the full two-year Conference term of office
11. Abide by UNA-UK's Articles, Rules and election guidelines for candidates
12. Be resident in the UK
13. Have been a UNA-UK member for a period of at least six months on the date of announcement for nominations. Please note that the information held on UNA-UK's register of members will be treated as final for these purposes.
14. Have an email account and access to the internet

C. PROCESS FOR STANDING FOR ELECTION

To nominate yourself for election, please ensure you have read and understood the information provided in this pack, and then complete and return the Conference Chair Nomination Form available on the UNA-UK website by **5pm Monday 9 March 2025**.

Any person interested in nominating themselves must complete UNA-UK's Elected Trustee Application Form included at the end of this pack and available on the UNA-UK website.

The form requires candidates to:

- ✓ Confirm they meet the eligibility criteria
- ✓ Confirm they are able to fulfil the duties in the Conference Chair Role Description
- ✓ Agree to abide by UNA-UK's Articles and Rules, and these election guidelines
- ✓ Provide an up-to-date CV
- ✓ Provide a short profile outlining why they wish to stand and what they will bring to the role
- ✓ Provide two references in support of their application
- ✓ Consider providing a photo of themselves for nomination materials (optional)

Nominations will **only** be accepted if:

- the form is completed correctly
- received by the deadline of **23:59, 9 March 2025** and
- the eligibility criteria as set out above is met.

UNA-UK will inform you if your nomination has been accepted no later than **12 March 2025**.

Please note that UNA-UK may reject a nomination if in UNA-UK's view there are material inaccuracies, untruthfulness or libelous statements.

D. EQUALITY AND DIVERSITY

UNA-UK strongly encourages candidates from all backgrounds to apply regardless of age, gender, ethnicity, sexual orientation, faith or disability.

E. VOTING

Only UNA-UK members present – either in-person or virtually with 6 months continuous membership at the time of the Conference are eligible to vote at the Conference.

UNA-UK will inform all eligible voters of the election in the following ways:

- Email notices to all members who have registered to attend the Conference on 12 April 2025 – either in-person or virtually – and provided a legitimate email address
- A dedicated Conference Committee election webpage
- Verbal notice at the Conference on 12 April 2025

The deadline for submitting voting forms is **1pm, 12 April 2025**. Votes received after this time will not be counted.

Please note that the information held on UNA-UK's register of members in terms of membership status and contact details will be treated as final for these purposes. UNA-UK staff will make every reasonable effort to inform members of the ballot. If, despite these efforts, a member does not receive information or is not able to cast his or her ballot, this shall not invalidate the proceedings.

Ballots will be counted by members delegated by the current Chair of the Conference Committee and independently verified by UNA-UK staff/volunteers. No Trustee will be involved in the counting process.

In the case of receipt of incomplete ballots or errors on the form, the vote will be discounted.

The nominee receiving the most votes will be elected and formally appointed to the Board at its meeting on **18 June 2025**, which they will be invited to attend as observers.

In case of a tie, UNA-UK Board's decision will be final.

F. POLICY ON ELECTION CAMPAIGNING

UNA-UK has a duty, to its members and as a charity, to have in place a policy that clearly defines the parameters to which an election campaign may be carried out. This policy must be enforceable and any restrictions capable of prompt and accurate evaluation.

Election and candidate information will be disseminated by UNA-UK

Elections should be vibrant. UNA-UK members should have a sense of their importance and be actively encouraged to participate.

UNA-UK will publicise the election and candidates in the following ways:

- Email notices to all members who have provided an email address, informing them about the Conference, nomination process and voting process
- Email notice to all those registered to join the Conference on 12 April which will include the profiles of nominees
- A dedicated Conference Committee election webpage

Once the deadline for nominations has passed, all eligible candidates will be listed in alphabetical order on the UNA-UK website, using the photos and profiles provided by candidates.

Rules governing candidate engagement with members

Nominees must ensure that their actions comply with UNA-UK's Articles and Rules, and data protection policy.

Nominees must not, under any circumstances, circulate information to members that could be misconstrued as coming from the UNA-UK staff or UNA-UK Board of Trustees.

Those nominees who have access to membership data as part of their duties as a UNA Group officer or existing Chair to the Conference Committee, must not use this data for campaigning purposes.

Candidates should note that UNA Groups will be asked to:

- Treat all candidates in an equal and fair way in all relevant literature and communications,
- Ensure that any opportunities for nominees to communicate with, or address, their members is offered to all nominees
- Ensure that members' data (e.g. email or postal addresses) are not shared with nominees

Queries from nominees and UNA Groups on nominee engagement should be directed to the Head of Outreach at on info@una.org.uk.

Funding

No costs, or free of charge benefits, are to be incurred by any nominee in relation to campaign literature or advertising.

Negative campaigning

Nominees should respectfully refrain from implicitly or explicitly referring to other nominees in order to prevent potential negative campaigning. This is to protect everyone's interests, to prevent defamatory statements, so that successfully elected nominees can work together without prejudices being created at a campaigning stage.

Breaching the rules

Any breach of the above rules must be reported to UNA-UK's Company Secretary, and will be considered by UNA-UK within 14 days.

Sanctions may include a written warning or, should the breach be considered serious enough, the nominee may be removed from the election process. A two thirds majority vote of the Board will be required for a nominee to be removed. Members will be informed of any such event via email and the UNA-UK website.