

## INFORMATION PACK FOR UNA-UK TRUSTEE ELECTIONS

We are pleased to invite members to play a key role in the governance of UNA-UK, and to help us achieve our vision for a strong, credible, and effective UN. We will be holding elections for two Trustees to be elected by fellow UNA-UK members to join the UNA-UK Board in December 2025.

Dorothea Christiana will be stepping down in 2025 after serving two full terms as an Elected Trustee and Tim Jarman has served a full term and is eligible to stand for re-election. We would like to thank both Dorothea and Tim for their commitment and contribution in helping us achieve our goals.

The aim of this pack is to help you decide if this opportunity to make a unique contribution to UNA-UK is for you. We urge you to read the pack in full, as it will explain what will be expected of you should you be elected, the rules of campaigning for election, and what you need to do to stand.

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## TIMETABLE FOR THE 2025 ELECTION

Notice seeking application	<b>Monday, 30 June 2025</b>
Deadline for receipt of application forms	<b>5pm, Wednesday, 10 September 2025</b>
Candidates may attend UNA-UK Members online Meeting	<b>6pm, Tuesday, 16 September 2025</b>
Review of applications received by the UNA-UK Board	<b>Wednesday, 1 October 2025</b>
Voting opens online with candidate information on website	<b>Monday, 13 October 2025</b>
Voting closes	<b>5pm, Monday, 17 November 2025</b>
Elected Trustee appointments confirmed	<b>Wednesday, 10 December 2025 Board meeting</b>
<p><b>Note.</b> The two candidates receiving the most votes will be invited to attend the Board meeting on 10 December 2025 as observers and their appointment as Directors will be confirmed at the end of the meeting. They will attend the meeting on 25 March 2026 as full Board members.</p>	

## 1. ELECTED TRUSTEE ROLE DESCRIPTION

The UNA-UK Board is inviting enthusiastic and outgoing UNA-UK members to apply to be candidates in the forthcoming national UNA election process for two Elected Trustees. The roles would suit members who have some familiarity with the work of UNA Groups and are passionate about grassroots engagement.

Like all Trustees, the Elected Trustees' 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.

The Elected Trustees have a specific and exciting role in engaging with UNA-UK's network of UNA Groups, which includes community and university-based groups, serving as their representatives on the Board, providing advice and assistance as required, supporting the health and growth of this network, and ensuring that there is two-way communication between the network and the Board.

### Specific tasks will include:

- Supporting the delivery of UNA-UK's strategic plan
- Supporting on the delivery of UNA-UK's objectives on grassroots engagement
- Serving as the Board focal point for UNA Groups
- Facilitating regular communication with UNA Groups in England, Northern Ireland, Scotland and Wales
- Reporting on the network at Board meetings and to the network on Board developments
- Providing advice and practical support to UNA Groups when needed, including: supporting collaborative initiatives between UNA Groups, providing guidance on how UNA Groups can further UN and UNA-UK aims, and working with the UNA-UK staff to ensure that all UNA Groups meet UNA-UK's Basis of Recognition
- Working with UNA-UK staff to support visits to UNA Groups by Trustees and staff, ensuring that they collectively cover the UK-wide network.

### **2. ELIGIBILITY TO SERVE AS A CHARITY TRUSTEE**

To be eligible to stand for election, candidates must:

1. Have been a UNA-UK member for a period of at least six months before the deadline for applications. Please note that the information held on UNA-UK's register of members will be treated as final for these purposes.
2. Have an email account and access to the internet.
3. Abide by UNA-UK's Articles and Rules
4. Abide by the election guidelines for candidates (**section 5 below**)
5. Be able to serve for a three-year term of office
6. 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.
7. Not have been subject to a bankruptcy order or have in place a composition with their creditors.
8. They do not have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974)
9. Not be subject to an inherent, ongoing conflict of interest with the Charity, or hold office in any organisation with conflicting interests to the Charity, and they have declared all conflicts of interest at the date of application and continue to do so whilst they are serving as a Trustee/Director of the Charity.
10. Not 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.
11. Not hold a salaried contract of employment or a fixed term contract with the Charity.
12. Be able to attend Board meetings four times a year, at least one of which will be in-person
13. Aged 18 years or above at the date of this notice.
14. Be a resident in the UK

**Note:** See section 6 for the circumstances in which the Board may pass a resolution to remove a candidate from the election process, including if the Board reasonably believes that the behaviour of the candidate creates a significant reputational risk to the Charity.

The Elected Trustees will be supported by UNA-UK staff. Financial assistance can be provided for any pre-agreed reasonable travel and accommodation expenses that may arise in connection with this role. The expected time commitment is on average 2 days per month.

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The UNA-UK Board may from time to time authorise setting up working groups to look at issues that affect grassroots engagement which Elected Trustees may be interested in and engage with. Should Elected Trustees decide to engage with this process, there will be an increase in their time commitment.

**To apply to be a candidate for this election**, please read carefully the rest of the information in this pack, and then complete the online application form [here](#) (details of the information requested during the online application process is included at the end of this pack). All applications must be completed by **5pm Wednesday, 10 September 2025**.

### **3. PROCESS FOR STANDING FOR ELECTION**

Any person interested in standing for election must complete UNA-UK's Elected Trustee Application Form available on the UNA-UK website (details included at the end of this pack).

The form requires candidates to:

- ✓ Confirm they meet the eligibility criteria set out in paragraph 2 above
- ✓ Confirm they are able to fulfil the duties in the Elected Trustee 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 as per the Elected Trustee Role Description
- ✓ Provide two references in support of their application
- ✓ Consider providing a photo of themselves for election materials (optional).

Applications to stand for election should be completed online [here](#) (details of the information requested during the online application process is included at the end of this pack).

Applications will **only** be accepted if:

- the form is completed correctly;
- the form is received by the deadline - **5pm, 10 September 2025**, and;
- the eligibility criteria as set out above is met.

All candidates will be invited to attend an online UNA-UK Members meeting being held at 6pm on **Tuesday 16 September**. This will be an opportunity for UNA-UK Members to meet the candidates.

UNA-UK will inform you whether your candidacy has been accepted no later than **13 October 2025**.

**Please note** that candidates must ensure that their applications, including their confirmation of eligibility and their profile, do not contain any material inaccuracies, misrepresentations or libelous statements. See paragraph 5 below in relation to the review of applications for eligibility and compliance.

### **Equality and diversity**

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

Our Equality and Diversity Policy affirms that we are fully committed to encouraging diversity and eliminating discrimination in all our operations, in line with the values contained in the UN Charter and the Universal Declaration of Human Rights.

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As a small charity that needs to make the most of its limited resources, we firmly believe that this is best achieved by embracing the fact that everyone is different and has something unique to offer. We also believe that in order to implement our mission effectively, our Trustees, employees and volunteers should be representative of our society and should feel respected and able to give their best. This means ensuring that we draw from as wide a talent pool as possible in elections, appointments and recruitment.

### **4. VOTING**

All UK members of UNA-UK are eligible to vote in this election. To be considered a 'member' and eligible to vote, an individual must be recorded on the UNA-UK register as a UNA-UK member **by 13 October 2025** and throughout the voting period.

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

- Email notices to all members who have provided an email address which they have provided with a link to the profiles of candidates and information on how to vote electronically or by post
- A dedicated [trustee election webpage](#)
- Email notices to all UNA Groups, which will include guidance on campaigning (see below).

Votes may be submitted online or by post, in accordance with the instructions that will be set out in the email notices and election webpage. Members voting will be asked to rank the candidates **in order of preference**.

The deadline for submitting votes is **5pm, 17 November 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 Trustee election and voting process. If, despite these efforts, a member does not receive information or is not able to cast their vote, this shall not invalidate the proceedings.

Votes will be counted by the Company Secretary and independently verified by UNA-UK staff and volunteers, with date and time of receipt recorded. No Trustee will be involved in the counting process.

Incomplete forms or forms not completed as instructed will not be counted. Decisions on the validity of votes will rest with the Company Secretary and her decision will be final.

The two candidates receiving the most first preference votes will be elected and formally appointed to the Board at the end of its Board meeting on **10 December 2025**, which they will be invited to attend as observers.

In the case of a tie, second preference votes will be counted, and so on, until two winners emerge.

Please refer to section 6 below in relation to the exceptional circumstances in which the Board may determine not to appoint a successful candidate at its December Board meeting.

### **5. 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. Candidates must ensure they abide by the restrictions set out below:

**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.

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

- Email notices to all members using the email address they have provided with a link to the profiles of candidates standing for election and information on how to vote electronically or by post
- A dedicated trustee election webpage
- Email notices to all UNA Groups.

Once the deadline for applications 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

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

Candidates 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 candidates who have access to membership data as part of their duties as a UNA Group officer 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 candidates to communicate with, or address, their members is offered to all candidates
- Ensure that members' data (e.g. email or postal addresses) are not shared with candidates.

Queries from candidates and UNA Groups on candidate engagement should be directed to the Company Secretary on [info@una.org.uk](mailto:info@una.org.uk).

### Funding

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

### Negative campaigning

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

## **6. CONFIRMATION OF ELIGIBILITY AND CONSEQUENCES OF BREACH OF RULES BY CANDIDATES**

### Confirmation of eligibility

The Company Secretary will review each application received from candidates for the Elected Trustee roles and will assess in relation to each application whether the eligibility requirements set out on paragraph 2 above have been met and whether the Application Form and supporting documents have been correctly completed and supplied. The Company Secretary may raise queries and ask candidates for further information in order to make this assessment. The Company Secretary may also make checks on information about candidates, including via public registers and social media.

In the event that the Company Secretary reasonably considers, at any time before the deadline for submitting votes in the election, that a candidate:

- has not met the candidate eligibility requirements; or
- has included material inaccuracies, misrepresentations or libelous statements in their application or supporting documentation; or
- has behaved in a way which creates a significant reputational risk to the Charity,

then the Company Secretary shall refer the matter to the Board and ask the Board to remove the candidate



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from the election process as a consequence of that matter. The Board may, if it reasonably determines that the referral is correct, pass a Board resolution to remove the candidate from the election process.

### **Breach of the election campaigning rules**

Any breach or alleged breach of the election campaigning rules set out in paragraph 5 above should be reported to UNA-UK's Company Secretary. Sanctions for breach of the election campaigning rules may include a written warning or, should the breach be considered serious enough, the Company Secretary may refer the breach to the Board and ask the Board to remove the candidate from the election process as a result of the breach. The Board may, if it reasonably determines that the referral is correct, pass a Board resolution to remove the candidate from the election process.

### **Exceptional circumstances prior to Board appointment**

In the event that, after the completion of the voting process, the Board reasonably determines that there are exceptional circumstances because new information arises which demonstrates that a successful candidate does not meet the eligibility requirements, the Board may pass a Board resolution stating that the successful candidate should not be appointed as a Trustee. In this event, a new election process would need to be held.

### **Notification to candidates and members**

In the event that a candidate is removed from the election process as a result of a Board decision, that candidate will be informed as soon as possible, stating the reason for the decision and, if it is after publication of the candidate's name and profile, the election webpage and candidate profiles will be updated to remove that candidate.

## **7. INFORMATION ON UNA-UK AND THE BOARD OF TRUSTEES**

### **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 local 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.

### **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.

### **Trustee person specification**

Each Trustee should be able to demonstrate as many of the following as possible:

- 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

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- A willingness to speak their mind, as well as to accept group decisions.

### Meetings

The Board meets four times a year at the end of each quarter – normally March, June, September and December. At least one of these meetings each year will be held in-person at the UNA-UK offices in London. Others will be hosted online.

Trustees are expected to attend all meetings and must inform the Company Secretary if they are not able to do so.

### UNA-UK Board Composition

The Board consists of:

- 1 x Chair (appointed by the Board)
- 1 x Honorary Treasurer, who is also the Chair of the Finance and Governance Committee
- 2 x Trustees elected by UNA-UK's members
- 1 x Trustee who is a representative of UNA-UK's Conference Committee
- Between 4 and 8 other Trustees recruited for their experience/expertise as identified by the Board.

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.

### Term of office

For most Trustees, the term of office is a maximum of two terms of three years, after which a two-year break from serving on the Board must be observed.

After completing their first three-year term, Elected Trustees will be eligible to stand for re-election to the Board for a second three-year term.

### Sub-committees

The Board has two formal sub-committees. The Finance & Governance Committee, which has delegated authority in areas including budget scrutiny, financial controls, investments, audit, risk and staffing. The Chair of this Committee is a full member of the Board and also serves as UNA-UK's Honorary Treasurer. She or he is appointed by the Board in consultation with the Finance & Governance Committee. Other Members of the Committee are recruited through an open application process.

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

### Recent developments

This is an exciting time to join the Board as the Charity develops a new strategic plan. The current [strategic plan](#) covers the period 2023 to 2025. Trustees have identified the need to improve the charity's ability to respond to the changing operating and external environment and to ensure that the Board has the skills, experience, contacts and diversity needed to sustain UNA-UK.



### **8. ONLINE APPLICATION FORM – INFORMATION**

UNA-UK members will elect two individuals to serve as Elected Trustees on the UNA-UK Board of Trustees. Those interested in standing for election should:

1. Read carefully the Elected Trustee Role Description
2. Read carefully the information provided in the Elected Trustee information pack – especially on eligibility to apply, the process for standing and UNA-UK's policy on election campaigning
3. Candidates will be expected to complete the application process online using [this link](#)..

Your application will only be accepted if you meet the eligibility criteria, and your application is completed correctly and received by the deadline. UNA-UK will inform you that your candidacy has been accepted **no later than 13 October 2025**. Please note that the UNA-UK Board may reject an application if it reasonably believes that there are material inaccuracies, misrepresentations or libelous statements in your application or supporting papers (as described in paragraph 5 of the election information pack)

Successful candidates will be included on the Elected Trustee voting form. The two candidates receiving the most votes from paid-up members of UNA-UK will (subject to the exceptional circumstances described in paragraph 5 of the election information pack) be appointed by the Board at its meeting on **10 December 2025**, which they will be invited to attend as observers.

They will receive relevant information on the legal responsibilities arising from being a trustee and director; and will be required to provide personal details to the Company Secretary to ensure Charity Commission and Companies House information is updated.

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

**Please find below in Sections 1-4 details of the information you will need to complete online – ALL fields are mandatory.**

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### **SECTION 1 – YOUR INFORMATION**

Name:

Address:

Postcode:

Email address:

Telephone:

*A space will be provided for you to add a short profile of yourself (**no more than 300 words**), outlining why you wish to stand and what skills and experience you will bring to this role, with reference to the Elected Trustee Role Description. Profiles of eligible applicants will be used in UNA-UK election communications. UNA-UK may need to edit profiles ahead of dissemination but will only do so having obtained prior consent.*

**PROFILE** (a maximum of 300 words):

## **SECTION 2 – STATEMENT OF ELIGIBILITY**

*(Please indicate “YES” or “NO” as applicable)*

I confirm the following:

I have read and understood the information in the Elected Trustee information pack, including the duties and responsibilities of Elected Trustees **YES / NO**

1. I have been a UNA-UK member for a period of at least six months prior to 10 September 2025. Please note that the information held on UNA-UK's register of members will be treated as final for these purposes. **YES / NO**
2. I have an email account and access to the internet
3. I agree to abide by UNA-UK's Articles and Rules
4. I agree to abide by the election guidelines for candidates (**section 4 of the candidate pack**)
5. I can serve for a three-year term of office
6. I am not disqualified from serving as a director under the provisions of Article 38 of UNA-UK's Articles, which include:
  - a. Any person who ceases to be a director by virtue of any provision in the Companies Acts
  - b. Any person who is prohibited by law from being a director
  - c. 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
  - d. Any person who is incapable of managing and administering his or her own affairs
  - e. Any person who ceases to be a member of the charity, either voluntarily or through termination of membership

**YES/NO**

7. I have not been subject to a bankruptcy order or have in place a composition with creditors **YES/NO**
8. I do not have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974) **YES/NO**
9. I am not subject to an inherent, ongoing conflict of interest with the Charity, or hold office in any organisation with conflicting interests to the Charity. **YES/NO**
10. I 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. **YES/NO**
11. I do not hold a salaried contract of employment or a fixed term contract with the Charity. **YES/NO**
12. I would be able to attend Board meetings four times a year, including online meetings by MS Teams and sometimes in person at UNA-UK's office in London **YES / NO**

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13. I am aged 18 years or above **YES/NO**

14. I am resident in the UK **YES / NO**

### SECTION 3 – DECLARATION OF INTERESTS

**All Candidates are required to provide a list of your interests in the space provided, make the eligibility and responsibility declaration and to complete the conflicts of interest statement below.**

#### Conflicts of Interest – Notes

The Board of the Charity is legally required to be aware of and to manage any conflicts of interests.

Candidates must use this form to disclose any of their interests, roles or positions, financial or otherwise, that could be perceived as giving rise to a conflict of interest in relation to their role as an Elected Trustee of UNA-UK, and/or as being likely to interfere with the exercise of the independent judgment as a member of the Board. This includes disclosure of any a role or position in an organisation which may be considered as having conflicting interests to the Charity.

**If in any doubt, you should make a disclosure of the interest, role or position.**

This disclosure is to be made annually by each Trustee, committee member and senior staff member.

If there are no positions or matters to disclose, NIL returns are required.

In addition, you must inform the Chair of the Board and/or Company Secretary as soon as possible if your interests or positions change, or any new interest or position arises, at any time since this disclosure was last made.

Refer to the Charity Commission guidance notes on conflicts of interest and on the nature of interests and positions that need to be considered and disclosed:

<https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>

You do not need to include being a member of the UNA-UK in the details that are disclosed.

#### Conflicts of interest – Disclosure List

Complete below your list of Interests, including personal interests, roles and positions held as director/trustee, management positions or ownership of other entities, or any other position that could be perceived as giving rise to a conflict of interest in relation to your role as a Trustee, committee member or senior staff member of UNA-UK, and/or as being likely to interfere with your exercise of the independent judgment of a Trustee, committee member or senior staff of UNA-UK:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Are there any other matters that could give rise to any potential conflicts of interest to disclose?

**YES/NO. If yes, please provide details here:**

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6. \_\_\_\_\_

UNA-UK is also obliged to review any possible conflicts when preparing the Charity's annual report, and you are asked to supply the following details for this purpose:

- Are you remunerated a salary by the organisation? **YES/NO. If yes, please provide details here:**
- Have you claimed any expenses and/or made donations (cash or in kind) to the organisation? **YES/NO. If yes, please provide details here:**
- Have you or people connected with you through family, business or another charity, an interest in any transaction(s) with UNA -UK? **YES/NO. If yes, please provide details here:**
- Have you, or any person connected with you, derived any pecuniary benefit or gain from UNA-UK? **YES/NO. If yes, please provide details here:**

## SECTION 4 – SUPPORTING DOCUMENTS

You will be **required** to submit the following documents:

- An up-to-date Curriculum Vitae **YES / NO**
- Two short references (maximum 300 words) in support of your application. These can be from members and non-members of UNA-UK. Contact details of the references must be provided.  
**YES / NO**

*You are also encouraged, but not required, to submit a **photo** for use in UNA-UK election communications. Photos should be passport style (smiling permitted!) images that show the applicant's face and shoulders. They should ideally be sent by email and be of sufficient quality for posting on a website.*

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## DECLARATION

I confirm that the above is a true and complete statement and that I understand that mis-statements may be a cause for rejecting my application or dismissal from the Board if appointed.

**E-Signature:**