

You should type in the relevant information in the red bordered boxes, print off the form and sign it manually on page 5.

## CANDIDATE DETAILS

Full name	
Address	
Email address	
Telephone	

## APPLICATION FORM

I, .....(insert full name)

of .....(insert address)

- (a) having been duly Proposed and Seconded by persons qualified to be Electors\*,  
or  
(b) being an outgoing Conservator\*

(\*tick appropriate box)

wish to be a Candidate for election as a Conservator under the 1871 Act at the Election to be held on 6 March 2024.

***A person other than an outgoing Conservator must arrange to be proposed and seconded by an eligible elector within the meaning of the 1871 Act. The nomination form will be found on page 20.***

### DECLARATION OF ELIGIBILITY

Wimbledon and Putney Commons Conservators (WPCC) is a charity (Charity No. 303167) and there are certain rules that can apply to disqualify a person from acting as a trustee of a charity. I declare that I have read the guidance on disqualification set out or referred to in the section of this document entitled 'Guidance on Disqualification as a Trustee of a Charity' which starts on page 25 of the Application Pack, and

- (a) I am not disqualified from acting as a trustee of a charity, or \*  
(b) I am disqualified from acting as a trustee of a charity but have received a waiver from the Charity Commission which is attached to this application form. \*

(\*tick appropriate box')

### CONDUCT DURING ELECTION PERIOD

I confirm that during the election period

- (a) I will not knowingly through my actions, either directly or indirectly, bring the reputation of WPCC into disrepute;  
(b) Any oral or written communication that I make will be accurate to the best of my knowledge and belief;  
(c) I understand that any defamatory statements that I make may be subject to civil or criminal proceedings, and  
(d) I will not undertake any activity that might reasonably be regarded as harassment of a member of WPCC's staff or Conservators.

## **PRINCIPLES AND STANDARDS**

I agree to abide by the WPCC Terms of Reference and the Conservators' Code of Conduct (which start on pages 23 and 31 of the Application Pack, respectively) and the following principles and standards expected of a person in public life:

### **GENERAL**

*As a Board Member:*

I will act within the governing documents of WPCC and the law and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of relevant legislation, charitable objects and relevant policies and procedures.

I will undertake induction training and such other training as may be necessary to enable me to properly understand and fulfil the duties of a Trustee of a charity.

I will support the objects of WPCC, championing it, using any skills or knowledge I have to further those objects and seeking advice where appropriate.

I will be an active Board Member, making my skills, experience and knowledge available to WPCC and seeking to do what additional work I can outside Board meetings, including sitting on Sub-committee(s).

I will respect organisational, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open, as agreed by the Board.

I will develop and maintain a sound and up-to-date knowledge of WPCC and its environment. This will include an understanding of how WPCC operates, and the nature and extent of its work.

I will use WPCC's resources responsibly.

I will seek to be accountable for my actions as a Board Member of WPCC and will submit myself to whatever scrutiny is appropriate.

I accept my responsibility to ensure that WPCC is well run and will raise issues and questions in an appropriate and sensitive way.

### **MANAGING INTERESTS**

*As a Board Member:*

I will not gain materially or financially from my involvement with WPCC.

I will act in the best interests of WPCC as a whole, and not as a representative of any group, always considering what is best for WPCC and its present and future beneficiaries and will avoid bringing WPCC into disrepute.

I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest, I will ensure that it is declared and managed effectively.

I understand that a failure to declare a conflict of interest may be considered to be a breach of the Conservators' Code of Conduct.

## **MEETINGS**

*As a Board Member:*

I will attend all appropriate meetings and other appointments of WPCC or give apologies. If I cannot regularly attend meetings, I will consider my position.

I will prepare fully for all meetings and work for WPCC. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.

I will actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.

I will participate in collective decision making, accept a majority decision of the Board and will not act individually unless specifically authorised to do so. I recognise that if I regularly and strongly cannot support Board decisions I should consider my position.

## **GOVERNANCE**

*As a Board Member:*

I will actively contribute towards improving the governance of the Board, participating in induction and training and sharing ideas for improvement with the Board.

## **RELATIONS WITH OTHERS**

*As a Board Member:*

I will endeavour to work considerately and respectfully with all those I come into contact with at WPCC. I will respect diversity, different roles and boundaries, and avoid giving offence.

I recognise that the roles of Board Members, volunteers and staff of WPCC are different, and I will seek to understand and respect the difference between these roles. Where I also volunteer with the organisation, I will maintain the separation of my role as a Board Member and as a volunteer.

I will seek to support and encourage all those I come into contact with at WPCC. I recognise my responsibility to support the Chairman and senior staff members.

I will not make public comments about WPCC unless authorised to do so. Any public comments I make about WPCC will be considered and in line with WPCC policy, whether I make them as an individual or as a Board Member.

## **LEAVING THE BOARD**

*As a Board Member:*

I understand that a substantial breach of any part of these Principles and Standards, including absence from meetings for 12 months in succession or ceasing to have the qualification required for election, may result in procedures being put in motion that may result in my being asked to resign from the Board (see Conservators' code of conduct).

Should this happen, I will be given the opportunity to be heard. If a trustee is guilty of misconduct and/or mismanagement and is a risk to the Charity's property then the Charity Commission for England and Wales has the power to remove them.

If I wish to cease being a Board Member of WPCC at any time, I will inform the Chairman in advance in writing, stating my reasons for leaving.

If at any time I become disqualified from acting as a trustee of a charity, I will inform the Chairman immediately.

**STATEMENT OF ACCEPTANCE OF NOMINATION**

To the Returning Officer and all whom it may concern,

I .....(insert full name)

***(if you are not an existing Conservator please tick the adjacent box)***

HEREBY NOTIFY you that having been duly nominated as a candidate for election as a Wimbledon and Putney Commons Conservator at the ordinary election to be held on 6 March 2024, pursuant to the Wimbledon and Putney Commons Act 1871, as amended, and Election Bye-laws made thereunder, and having read and understood the declarations and requirements set out on this Application Form, accept nomination as a Candidate.

***(if you are an existing Conservator please tick the adjacent box)***

HEREBY NOTIFY you that being an existing Conservator, and having read and understood the declarations and requirements set out on this Application Form, I wish to stand as a Candidate at the ordinary election to be held on 6 March 2024, pursuant to the Wimbledon and Putney Commons Conservators Act 1871, as amended, and Election Bye-laws made thereunder.

I consent to my Candidate Statement and my photograph being reproduced on the Ballot Papers and on WPCCC's website.

Signed: .....

Name (please print) .....

Date: .....