

Cheltenham Town Supporters Society Limited (Robins Trust) Fans Elected Director

1. Eligibility

- 1.1. To be eligible for nomination for Robins Trust (hereafter, Trust), Fans Elected Director (FED) the candidate must:
 - have been a member of the Robins Trust Board for at least 1 (one) year.or
 - have been a member of Robins Trust for at least one year and his/her nomination be approved by a minimum of 75% of the Trust Board in a closed ballot. If elected, the candidate will become a member of the Trust Board.
 - agree to carry out the responsibilities and activities outlined in the Robins Trust FED Remit.
 - not have been disqualified by a court from acting as a Company Director (unless he or she has been given leave (permission) to act by a court for a particular company.
 - not be an undischarged bankrupt (except with leave of the court).
 - supply a statement (of between 300 and 600 words) of why they believe they should be elected as Trust FED.
- 1.2. The Nomination form and Candidate statement are to be completed and signed by two Trust members and returned to the Trust Secretary.
- 1.3. The Trust Board will discuss the nominations at their next meeting; Candidates will be allowed the opportunity to amend their Statement at the request of the Trust Board in the week following the Board meeting.
- 1.4. It is desirable for candidates to have the following Personal Qualities:
 - Integrity and trustworthiness
 - Diplomacy
 - Confidentiality
 - Be articulate
 - Media skills
- 1.5. When first elected the Robins Trust FED will serve for a period of 2 (two) years. After this period the FED will be entitled to stand for re-election annually.
- 1.6. The maximum continuous period the Robins Trust FED can serve is 6 (six) years.

2. Legal Duties and Implications

- 2.1. The Robins Trust FED has the same legal responsibilities to the company (Cheltenham Town Association Football Club (CTAFC)) and shareholders as all the other Directors, and must act at all times in the best interest of the company (CTAFC) as a whole. However, the unique terms of the reference of the FED mean that their view of what is in the company's (CTAFC's) best interests will be informed and influenced by the views of the customers, ie the supporters.
- 2.2. Normally a Director would be expected to work in co-operation and agreement with the rest of the CTAFC Board. The Board works on a consensus basis whereby, once

a decision has been reached, even by majority vote, then it will be supported by all Directors. However, if at any time the FED feels that the action the Board is taking is not in the best interests of the company (CTAFC) as a whole then they are legally required to oppose that action.

- 2.3. For additional information see document issued by Supporters Direct – **‘Being a Director – What you Need to Know’**

3. FED Obligations to Robins Trust Board

- 3.1. Acknowledging and fully accepting the legal duties and implications as above, the Robins Trust Board expects the FED to carry out the ‘Duties and Responsibilities’ as laid out in the ‘FED Remit’.
- 3.2. Failure to do this will, in the first instance, be brought to the attention of the FED by the Chairman, Secretary and two other Trust Board members. Ideally this group will work with the FED to improve the situation.
- 3.3. Ongoing failure to comply by the FED will lead to a vote of no confidence in the FED.
- 3.4. A vote of no confidence will be put to Robins Trust members together with a report on the non-compliance leading to the vote of no confidence.
- 3.5. The Robins Trust Board may, in the event of the FED being unable to continue in office, appoint a person to undertake the duties of FED, for a period, until it determines that an election shall be held. This period shall normally not extend beyond the next Annual General Meeting of the Trust Board.

4. FED Remit

4.1. Mission/Objectives:

- The main aims of the Fans’ Elected Director are to represent the Robins Trust and all supporters interests,
- Acting as a ‘bridge’ and a pro-active communication channel between the supporters, the Robins Trust and the Robins Trust Board,
- Having responsibility to act in the best interests of CTAFC at all times; promoting best practice found in other clubs.

4.2. Responsibilities and Activities:

- Attending and participating in all CTAFC Board meetings, AGMs, EGMs etc. unless impossible.
- Formulating the direction and strategy of the Club, developing policy.
- Managing effective communication between CTAFC Board and the Robins Trust.
- Having a duty of care for employees and customers and corporate responsibilities including health and safety plus fiduciary care.
- Managing CTAFC to carry out the decisions from the above points.
- Attending as many as possible home and away matches, using the opportunity to interact with CTAFC directors, opposition directors, club staff and supporters, visiting supporters’ trusts or representatives.
- Attending Fans Forums and being available for questions
- Attending and participating in Robins Trust Board monthly meetings giving regular reports and updates on appropriate information, and on matters requiring discussion and/or input from the Trust, either in person or by providing a written

report to the Trust Secretary in advance of the meeting; Attending the Robins Trust AGM and be available for questions.

- Pro-actively seeking the views and concerns of supporters, communicating any significant issues raised to the relevant parts of the club and attempting to secure the best outcome for the supporters, bearing in mind the director's ultimate legal responsibilities.
- Being easily available for supporters to contact via various media (email, telephone, post etc.) and providing a prompt acknowledgement and response to communications.
- Promoting the integration of volunteers into the workings at CT AFC, maintaining close communication with paid CT AFC staff and volunteers to promote understanding and co-operation.
- Liaising with the media, especially with regard to promoting CT AFC and CT AFC's community activities.
- Maintaining regular contact with all supporter's groups (Supporters Direct, Football Supporters Federation,) and attend meetings wherever possible.
- Being an Ambassador for the Club, hosting visiting officials
- Liaising with local officials, Council officials, sponsors, etc.

4.3. The FED should nominate 1 or more Assistant / Deputy, who must be Robins Trust Board members.

Notes:

A person who is voted to the Robins Trust Board at an AGM is deemed to have served for the minimum time to be eligible to be nominated as FED at the following year's AGM.