

Role Description

01 Scope

The Cards Trust, as a major shareholder and key player in representing the Club's supporters, has been provided with the opportunity to nominate a Football Club Director to serve on the Club's Board and in doing so help the Trust in meeting its stated aims:

- work in partnership with Woking FC to ensure its viability and success
- represent Woking FC supporters and ensure their voice is heard in decisions affecting the Club
- provide a range of services and benefits for Trust members and other Woking FC supporters

02 Candidate Requirements

The nomination of a Director to the Club Board is a significant responsibility and one that the Trust takes extremely seriously. The post-holder will be

- a full, voting member of the Football Club Board
- a 'non executive' member of the Cards Trust Board (attends all meetings but has no vote in order to avoid any conflict of interests)
- subject to the requirements of the FA, Company Law and relevant legislation
- expected to serve the full term of office as set out in the Football Club's current articles.

The Trust has agreed with the Football Club Board that any nomination by the Trust for the role of Director must meet a number of specific requirements in order that the integrity of both Boards is maintained and that the Club Board can continue to operate effectively and legally within the very strict frameworks that surrounds the running of a Football Club such as Woking FC.

Before a nomination can go forward for approval by the Trust membership for appointment as their representative on the Club Board, any potential candidate must provide evidence that they meet, in full, the following requirements and by any published deadlines.

1. Have been a fully paid up member of the Cards Trust for at least 12 months.
2. Meet the requirements of the FA's Regulations for the Fit and Proper Person Test for Clubs competing in the Football Conference;
3. Have the time availability to undertake both roles (Club Director and Trust Board member) effectively and in particular;
 - a. to attend the significant number of required meetings.
 - b. to attend away games as a representative of the Club or the Trust, where required.
4. Committed and able to abide by all legal and ethical requirements that Directorship involves;
5. Rigorously respect the strict requirements for confidentiality as a Club Board member;
6. Behave respectfully and in a manner befitting a Club Director in their wider dealings with the Club, staff, supporters as well as the Directors, staff and fans of other clubs;
7. Work positively and constructively as a member of the Club Board and as part of a team;
8. Have the necessary skills and aptitudes to operate as an effective Director, take part constructively in meetings, represent the Club appropriately in a number of different contexts, work confidently with a range of different people, take the lead and responsibility for initiatives and projects as required, meet deadlines and operate consistently within any ground rules or requirements set by the Club Board.

03 Candidate Nomination and Appointment

The Cards Trust's Rules and associated procedures sets out a process whereby a suitable member of the Cards Trust can be nominated to the Football Club Board as a Director. The Trust's final nomination must be approved by the membership in the form of a majority, achieving at least 51% of the vote taken at a General Meeting.

If a candidate does not meet all the above requirements or the Trust Board believe that there is sufficient evidence to indicate that one or more of these criteria cannot be met then the nomination will be refused and not go forward to a vote of Trust membership. The Trust Board will provide the candidate with their reasons, in writing, within 7 days of the decision.

Any rejected candidate has the right to appeal the decision under the method set out in Section 04-E of the CTOP.

04 Removal

Once serving as a Director of the Football Club, if there is clear evidence that one or more of the above criteria have been breached, both the Cards Trust Board and Football Club Board reserve the right, after discussion with the Trust Director, to remove that Director from their role on both Boards and to seek a new nomination. This provision does not preclude the Club Board taking action under the requirements of Company Law and associated legislation.

05 Amendment to Section 03-A-08

In compliance with an agreement with the Football Club Board, no amendment may be made to Section 03-A-08, either in part or in full, without the written agreement of the Football Club Board to any amendments.

Section Ends.