

**Call for Nominations to the Royal Institution of Great Britain (Ri),  
Election to the Board of Trustees  
Deadline – Wednesday 17 December 2025 at 9:00am**

Dear Members,

We are looking for highly skilled and experienced individuals to join the Board of our registered charity. Trustees are vital to help us to achieve our charitable aims and deliver our ambitious [mission and strategy](#).

Three Ri trustees will retire at the next Annual General Meeting (AGM) 6 May 2026. Current Ri trustees may also choose to stand for re-election and submit the same application as all other candidates.

We are now asking voting members to nominate candidates for an election that we expect to hold in March 2026. We are looking for three trustees who have one of the following skills, expertise and experience:

- 1) Finance
- 2) Fundraising
- 3) Building design/architecture

The Call for Nominations document provides more detail about the requirements to becoming a charity trustee, and how to nominate or apply to be a candidate. Please read the instructions carefully. The deadline for receiving nominations is **9:00am on Wednesday 17 December 2025**. No applications will be accepted past the deadline.

Thank you,

Sir Richard Catlow  
Chair of the Board of Trustees

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**THE ROYAL INSTITUTION OF GREAT BRITAIN ESTABLISHED BY ROYAL CHARTER**

The Nominations Committee invites voting members to submit nominations for candidates to stand for election to the Board of Trustees. All nominations must be received no later than 9:00am on Wednesday 17 December 2025. The results of the election are announced at the AGM 2026.

**Notification of Annual General Meeting (AGM) 2026.**

The Royal Institution ('the Ri') Annual General Meeting 2026 will be held on **6 May 2026 at 6.00pm**. More details about the meeting will be sent to members before the AGM.

In accordance with Ri Byelaw 14, 1/3 of the elected Trustees (3) must retire at the AGM each year. Trustees have a collective responsibility to ensure the Ri is well managed, abides by its governing documents and relevant regulation and legislation. Trustees have a non-executive role ensuring that the Ri is solvent, well-run, and delivering its charitable purposes for the benefit of the public.

You cannot nominate yourself. You (the proposer) and the person you nominate (the candidate) must both be existing members of the Ri when the nomination is submitted.

If you do not know another voting member to nominate you and wish to be a candidate: you must first complete the full application (except for naming the proposer) and send at least 7 days before the deadline to [governance@ri.ac.uk](mailto:governance@ri.ac.uk). If you meet the specification required and apply in full, at least 7 days before the deadline, we will endeavour to find a member to facilitate your application.

## Ballot of Ri Members

An election is called if there are more candidates (deemed validly nominated and eligible by the Nominations Committee) than the number of vacancies on the Board. If not, those candidates are deemed to be duly elected. If held, an election begins at least 12 weeks before the AGM. As per our terms:

- Those elected must also successfully complete recruitment procedures and checks before their appointment can be confirmed at AGM.
  - Elected Trustees retire at the AGM that concludes a three-year term unless they choose to retire earlier or are removed (in line with Ri Byelaw 13.6).
  - Trustees must remain Ri members throughout their term of office.
  - The role is unpaid; rules regarding benefits to Trustees are outlined in section 22 of the Ri Byelaws.
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## Role Specification

Please read the general Trustee specification and time commitment carefully. You must be over 18 years of age and refer to [Charity Commission Trustee disqualification guidance](#). We recommend reading the Charity Commission's guidance; [Essential Trustee](#) and [5 minute guides](#).

Candidates must demonstrate expertise in at least one specialist area. If you have additional skills you can tell us about this but please select only one category to stand for election. Your application and ballot statement should also focus on that one category.

The Ri Board aims to reflect a diversity of background, thought and experience. As long as you align with our charitable aims, strategy and values, you do not need to have been a charity trustee before. You may have other not for profit experience which helps you to understand the challenges that charities face. You do not need scientific knowledge or expertise. You will need to proactively work towards developing our vision that *science is for everyone*.

We welcome candidates from all backgrounds. You do not have to live or work in London. We encourage people from ethnically diverse backgrounds, people experiencing disability/long term health impacts and people identifying as LGBTQIA+; who are underrepresented on our Board to apply. All formal Ri Board meetings are hybrid to support attendance and accessibility.

### 1 Summary of standard charity trustee duties

Trustees must:

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill and integrity

- 1.1 Candidates must carefully consider the time commitment before agreeing to be nominated. As a minimum, trustees prepare for and attend five annual Board of Trustee meetings that last approximately four hours each time. Trustees must also attend other sub-committees and working groups and are expected to attend the Annual General Meeting. Some specified roles are expected to offer a higher time commitment.
- 1.2 In some roles, trustees are also expected to become committee members or to chair committees. Our standing committees meet a minimum of four times each year. There may also be a range of tasks that support the wider work of the Board, our executive or committees.

### 2 Person Specification

- 2.1 Understand and accepts the obligations and responsibilities of being a charity trustee.

- 2.2 A commitment to, and enthusiasm for our charitable purpose, vision, values and aims.
- 2.3 Act as a guardian, ambassador and champion of the Ri, being mindful of its reputation and conflicts of interest.
- 2.4 Show a demonstrable commitment to the necessary time and effort required.
- 2.5 Be able to think and apply knowledge in a focused, strategic, and creative way to support current and future initiatives.
- 2.6 Ability to analyse and evaluate management information and other evidence; offering constructive scrutiny and challenge.
- 2.7 Able to communicate effectively and sensitively, taking an active listening and discursive part in meetings.
- 2.8 Ability to exercise sound independent judgement, and to manage difficult and/or challenging decisions and situations.
- 2.9 Able to work constructively and collaboratively with the Board, committees, executive and staff team, abiding by and supporting collective decisions, even if not in agreement.
- 2.10 Share and demonstrably support our commitment to equity, diversity and inclusion and work with us to make improvements.
- 2.11 Able to effectively apply the specific skills for which they were appointed.

### **3 Experience criteria**

We are looking for three trustees with one of each of the following skills and experience:

#### **1) Finance**

The Ri is seeking a trustee with financial expertise, skill, knowledge and experience in analysing and understanding financial information and governance in the charity/not for profit sector. The candidate must have an understanding of and be capable of supporting the Ri through the varied challenges that charities face. Although not essential, a fully qualified accountant familiar with SORP/FRS102 would also be desirable. They will need to demonstrate the ability, commitment and/or experience to be able to become an active member of either the Finance or Audit and Risk Committee during their tenure.

The candidate must be able to win the confidence of the Ri Board of Trustees, executive, funders, stakeholders and relevant partnerships from the outset. They will be able to effectively and proactively challenge and scrutinise all aspects of financial strategy, planning and activity at the Ri, at executive, Committee and Board level.

Significant and broad financial management skills are vital in this role, as is extensive senior level experience working with financial management preferably in a relevant setting or whose experience has included working supportively with small third sector organisations. It is essential that the candidate is able and willing to take on an active role supporting, advising, guiding and endorsing the executive, outside the governance meeting schedule. Candidates are advised to very carefully consider their availability and commitments before submitting their application.

#### **2) Fundraising**

The Ri is seeking a trustee who can pro-actively support our fundraising by making introductions to relevant and appropriate potential donors in their network. The candidate should have the sufficient skills, experience and contacts to be able to make a significant difference to our fundraising achievements. Being an active donor, having experience of actively supporting charitable fundraising, partnering with charities or not for profits would also be of value.

The candidate does not need to have acted as a charity trustee or been connected to the Ri before. It is an advantage if they have awareness of the regulatory, legal and ethical principles that apply to our fundraising activities. A passion for our mission, alignment to our values and the ability to effectively promote the Ri to raise substantial additional funds is of the utmost importance.

Regardless of their background and experience, the candidate will need to demonstrate a commitment to supporting and working effectively with our fundraising team and others. They will be expected to be confidently interacting with donors and act as an ambassador for the Ri from the outset. This role will involve working actively with the executive outside of Trustee meetings and candidates are advised to carefully consider their availability and the time commitment involved before considering their application.

### **3) Building design/architecture**

We are seeking a trustee with the technical knowledge, skills and experience of building renovations and master-planning with listed or heritage buildings. The candidate will need experience of working creatively with multi-use, public facing, creative and/or event spaces as well as commercial uses. The candidate does not need to have been a charity trustee before but experience working with charities or similar would be highly valued. The candidate will need to align to our values and support the Board and executive to deliver our strategy and support our carbon net zero and accessibility aims. We welcome a candidate who can work constructively with the varied practical legislative and regulatory constraints under which we operate.

We would expect this trustee to be able to liaise authoritatively and effectively with key stakeholders such as Heritage England and Arts Council England from the outset. It would be a bonus if they have relevant experience or understanding of working with property and planning processes in the capital and with museums and/or public heritage rich buildings.

The candidate should have relevant high level understanding of building project risk, management and oversight. We would also value someone with additional asset management experience or knowledge. It will be important for this trustee to have excellent people and communication skills so that they can supportively work with and advise our small executive, building and facilities and heritage teams.

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## **4 How to nominate a candidate**

The form provided at the end of this paper must be used for all nominations and all documents emailed to the Ri in one email.

To be valid, nominations must include:

- Name, membership number and contact details of candidate (the nominee)
- Name, membership number and contact details of the person nominating the candidate (the proposer)
- Written confirmation that the nominee has been contacted by the proposer and is happy to stand for election
- The candidates summary CV (no more than one-page of A4)
- A complete application statement and ballot statement.

## **5 Application (for candidates)**

You must submit the following in the way it is set out below; please do not submit one whole statement covering all questions or any additional information as it will be disregarded. Word limits are strictly applied. Applications that do not meet the requirements and/or exceed word limits may not be considered by the Nominations Committee and deemed invalid:

- 1 Summary:** A summary of how your skills, expertise and experience meet one of the expertise criteria set out in section 3. (200 word limit)
- 2 Why I am interested in applying to the Ri Board of Trustee?** What is your main

motivation for applying? Retiring trustees should state reasons why they wish to be re-elected. (150 word limit)

- 3 Experience working with charitable/not for profit organisations:** If you have no experience, it will not disadvantage you. (100 word limit)
- 4 My ambitions for the Ri:** A summary of your future ambitions for the Ri. (150 word limit)
- 5 My involvement in the Ri to date:** What your involvement in the Ri has been so far. (100 word limit)
- 6 Statement of Commitment:** Please explain how you will make the time available to be an effective trustee. (50 word limit)
- 7 Ballot Statement:** This is the only section of the application that voters will see if a ballot is called. Tell voters why you are the best choice and how your skills/ experience will support our work. You may include links to personally connected online information; links will be checked. Any link to other information i.e. personal, influencing, sales or inappropriate sites will be removed. (250 word limit)

Ri Members may nominate no more than five candidates. Members of the Ri Nominations Committee cannot nominate any candidate. Each nomination must be submitted separately to [governance@ri.ac.uk](mailto:governance@ri.ac.uk)

It is the proposer's responsibility to ensure the validity of the nomination and that it arrives before the deadline. No application can be accepted after the deadline. Questions about the nominations process are welcomed. They must be received 5 working days in advance of the deadline and emailed to [governance@ri.ac.uk](mailto:governance@ri.ac.uk)

## What happens next?

If your application is deemed valid and eligible by the Nominations Committee they will invite you to an interview. **Interviews will be held on Thursday 22 January 2026.**

## Checks and confirmation of election

As a charity, elected Ri Trustees hold legal obligations and responsibilities. Prospective trustees are required to successfully complete procedures and checks before their appointment can be confirmed at the Annual General Meeting:

- A satisfactory DBS check
- Providing full details required to register as a trustee with the Charity Commission
- Signed declaration stating they are not disqualified to serve as a trustee of a charity (further information can be found [here](#))
- Signed agreement confirming that they have read and will abide by the Ri's governing documents and relevant policies.

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| <b>Composition of the Board of Trustees 2025-26</b>                                                                                                                                                                                                                             |
| Under Byelaw 13                                                                                                                                                                                                                                                                 |
| The Board comprises not more than thirteen trustees, made up of a maximum of nine elected Trustees and up to four appointed trustees (appointed by the Elected Trustees). A list of current Board members can be found here <a href="#">How we're run   Royal Institution</a> . |

The Trustees retiring at the AGM 06 May 2026 are:

- Renato Lulia
- Dr. Suze Kundu
- Professor Angela Seddon

Trustees who are eligible may choose to stand for re-election. All other Trustees expect to continue to serve as Trustees from 2026-2027.

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**NOMINATIONS FOR PROSPECTIVE CANDIDATES  
2026 ELECTION OF ROYAL INSTITUTION ELECTED TRUSTEES**

Each nomination must be submitted separately. For the avoidance of doubt, Ri Fellows, Ri patrons, members and members under 30 are voting members of the Royal Institution of Great Britain.

Both proposer and nominee must be members of the Ri at the time the application is submitted.

**Your details (proposer)**

|                   |                      |
|-------------------|----------------------|
| Full name         |                      |
| Membership number |                      |
| Contact details   | Email:<br><br>Phone: |

**Details of the candidate you are nominating**

|                                                                        |                                                                                                                                           |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Full name                                                              |                                                                                                                                           |
| Membership number                                                      |                                                                                                                                           |
| Contact details                                                        | Email:<br><br>Phone:                                                                                                                      |
| Skills/experience/expertise<br><br><b>SELECT ONLY ONE<br/>CATEGORY</b> | <input type="checkbox"/> Finance<br><br><input type="checkbox"/> Fundraising<br><br><input type="checkbox"/> Building design/architecture |

Please check that you have attached:

- 1) Fully completed application statement: see Call for Nominations 2026, Section 5
- 2) Summary CV (one-page A4 only)
- 3) Fully completed form

**Declaration:**

To my knowledge the nominee is a Voting Member of the Royal Institution of Great Britain.

**Signed: (proposer)**

Please email this form to [governance@ri.ac.uk](mailto:governance@ri.ac.uk) to be received no later than **9:00am on Wednesday 17 December 2025**.

By submitting this information to the Ri, you and the person you are nominating consent to sharing information for the purpose of processing the Trustee election nomination. For further information you can read our [Privacy Policy](#).