



COMMONWEALTH DROWNING PREVENTION

MEMORANDUM

To: National and Associate Member Organisations

cc: Board of Trustees
Business Development Committee

From: Dr Steve Beerman, Deputy Commonwealth President

Date: 9th February 2026

Subject: Board of Trustees – Youth Trustee - Nominations

Attachments: RLSS Trustee Nomination Form

INTRODUCTION

In accordance with the provisions of our Supplemental Charter and Bye Laws and the Society's Regulations, the term of our current Board of Trustees ends in May 2026. Therefore, we hereby commence the nomination process to appoint or reappoint our Youth Trustee. Under the updated December 2025 Regulations, current Trustees can stand for a further term providing they still meet the criteria as outlined in this memorandum.

This Memorandum is a formal call for Nominations for the Youth Trustee position.

Appendix A contains the Youth Trustee Position Outline and Appendix B contains details of the role of a Trustee.

PROCEDURE

Nominations

A nominee for the Youth Trustee shall not be older than 29 years at the time of his/her initial nomination. The Youth Trustee may be older than 29 years when nominating for a second consecutive term. The term of office for the Appointed Youth Trustee shall be three years with a maximum of 3 terms.

The role description and recruitment criteria for the Youth Trustee is contained in Appendix A and Appendix B contains details of Trustees Duties. The attached Nomination Form is required to be completed and submitted by the close of business on **28th February 2026**.

Voting

If more than one application is received, RLSS Commonwealth Headquarters (RLSS HQ) will set up a Youth Panel made up of representatives nominated by National Branches. The RLSS Youth Advocate will act as Chair for this Panel and will be non-voting.

In the event there is only one candidate, the Youth Panel will be requested by electronic ballot to indicate Yes or No to the candidate's election.

Candidate nomination forms will be accessible for review by the Youth Panel against the Youth Trustee Position Outline (Appendix A) and if required/desired, interviews with the nominees will be set up by RLSS HQ. The Youth Panel will decide if the whole panel or selected individuals from the panel will conduct the interviews. Should a tie exist, a second electronic ballot containing only the tied candidates will be circulated.

The Board of Trustees will be requested to ratify youth vote. Trustees shall be advised of the names of the other candidates. The number of votes received shall remain confidential to the RLSS HQ staff members confirming the vote and the Deputy Commonwealth President. Should Trustees reject the candidate, the reasons will be communicated to the candidate who shall be provided with the opportunity to withdraw their candidacy and/or contribute to the drafting of related communications. In such an instance, a subsequent vote on the remaining candidates shall be held as per the details above. In the case of no additional candidates, a new Call for Nominations will be initiated.

Meetings of the Board of Trustees

The Board of Trustees shall meet electronically (e.g. Zoom, Teams or similar application) each quarter, one of which shall be an Annual General Meeting. The Board will endeavour to meet face to face when meetings are held of the Commonwealth Council and the Advisory Committee of Presidents.

Closing Date and Time for Nomination Forms

Duly completed nomination forms for all Trustee positions shall be submitted by email (preferred) or in writing to the contact details as provided below and no later than the close of business on **28th February 2026**.

CONTACT:

Operations Manager
The Royal Life Saving Society, Commonwealth Headquarters,
Red Hill House, 227 London Rd,
Worcester WR5 2JG
UNITED KINGDOM

Email: Commonwealth@rlss.org.uk

Appendix A

Commonwealth Youth Trustee - Position Outline

Position Title:	Youth Trustee
Position overview	
The Youth Trustee The Youth Trustee is a voting member of the Board of Trustees who is between the age of 18 and 29 when they are elected to their first term. It is not expected that the Youth Trustee "represent" Commonwealth youth but rather to ensure that there is always a minimum of one Trustee from this age group who can provide a youth perspective in Board decision making and generational succession within the Society's leadership. The Youth Trustee will help facilitate input from Commonwealth youth.	
Position holder is accountable for:	
<ul style="list-style-type: none">• meeting the requirements of the UK Charities Trustees Duties outlined in Appendix 1• seeking input from as wide a range of active RLSS youth volunteers as possible, as a means of informing their input to Board decisions. The Youth Trustee shall have sole discretion in determining whether to seek this input informally or through a more structured mechanism of their choosing• being accessible via frequently used digital platforms, to RLSS youth in order to assist in directing suggestions, inquiries or concerns related to RLSS to the appropriate individual and/or organisation• supporting and/or initiating efforts to increase the number of youth engaged in the development, delivery and evaluation of RLSS policies, communications, programmes, activities, etc.	
Criteria and Competencies:	
<ul style="list-style-type: none">• 18-29 years of age at first election• Meets the Requirements of a Trustee as defined by the UK Charity Commission; information on which is available from the UK Charity Commission or at the following link. https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3• Nominated by the Member Branch• Knowledge of RLSS• Demonstrated commitment to reduction of drowning in the Commonwealth• Experience and/or interest in gaining experience in the governance of a volunteer led organisation• Contribute to the principles of Diversity that shall include Region, Gender and Ethnicity• Strong communicator with good listening skills• Proficient in the use of e-mail, Zoom/Teams and other digital media platforms• Interest in interacting with other Commonwealth youth• Availability and ability to participate in four, two-hour Trustee Conference calls per year. Apologies to be registered with RLSS Headquarters when unable to participate in the calls.• Commitment to reading Agenda Papers and Reports, attending the scheduled meetings and actively contributing.	

- Availability and ability, in most instances, to respond to requests for input in 7-14 days and in critical instances within 48hrs to 4 days
- It is essential that the Youth Trustee be self-supporting in terms of electronic communication and have access to a phone for toll free International Conference Calls.

Time commitment:

- Four two-hour Board of Trustee Conference Calls per year, scheduled a minimum of 1 month in advance and based on the majority of Trustees being available.
- Time to review documentation for Trustee Conference Calls, circulated minimum 7 days' prior
- 1-4 hours per month to respond to requests for input and/or interact with other Trustees, Portfolio Directors and/or RLSS youth.

Appointment and Term:

The Youth Trustee will be confirmed by the Board based on a vote by youth representatives from our National Branches. The term of office for the Appointed Youth Trustee shall be three years with a maximum of 3 terms. Youth Trustees may be appointed or re-appointed for a maximum of one three-year term if the appointment or re-appointment is when they are either 28 or age 29 years.

Note: The process for the Youth Trustee election was developed with input from active RLSS youth and approved by the Board of Trustees. These Terms of Reference and the election process will be reviewed with RLSS youth prior to the second election cycle and a minimum of once every two cycles thereafter.

Appendix B

UK CHARITIES TRUSTEES DUTIES (Appendix 1 of the RLSS Regulations)

ELIGIBILITY TO BE A TRUSTEE

You must be at least 18 to be a trustee of a charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified under the Charities Act, including if you:

- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- have been removed as a company director or charity trustee because of wrongdoing

There are further restrictions for charities that help children or vulnerable people.

TRUSTEES' 6 MAIN DUTIES

1. Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

2. Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Registered charities must keep their details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update.

3. Act in your charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

4. Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers