

## Trustees Application Form

Name:			
Address:			
		Post Code:	
Email:		Telephone:	

1. On a scale of 1 - 5 (1 is poor and 5 is excellent) what degree of expertise/experience do you consider you could bring to the Board in the following areas?			
Accountancy/book keeping		Financial	
Administration		Funding/fundraising	
Budgeting		Governance	
Business planning		Human Resources	
Campaigning/lobbying		Organisational development	
Committee procedures		Local community knowledge	
Community engagement		Local Private Sector knowledge	
Customer service		Local Public Sector knowledge	
Disability issues		Local Third Sector knowledge	
Events management		Legal	
		Management skills	
		Marketing	
		Media/PR	
		Networking	
		IT literacy	
		Partnership working	
		Public speaking	
		Research	
		Risk assessment	
		Training	

2. What other experience or skills do you feel you could offer?

3. Are there any areas of the organisation's work you have a particular interest in and/or would like to become more involved in?

4. What motivated you to become a Trustee?



This document is issued by Debenham Village Hall & Playing Field Trust hereinafter called the Organisation.

## Agreement

Agreement between the Organisation and Trustees.

1. Should you be elected onto the Trustee Board, you can serve for three years, with an option for re-election for a further three years, after which you will have to step down from the board. You may reapply to join the board after one year, but re-election is at the board's discretion.
2. Should you at any time wish to resign from the board you should do so by writing to the Chairperson of the board. Reasons should be given if they relate to the organisation and its activities.
3. Should you not attend 3 consecutive meetings of the board without giving apologies, you will automatically lose the right to be a trustee.
4. You have the right as a trustee to:
  - Have equal status and voting rights with all the other trustees
  - Receive training which relates to any area of the board's work
5. Your individual responsibilities are to:
  - Attend trustee board meetings regularly. If you are unable to attend you should give your apologies to the chairperson
  - Understand and be fully committed to the aims and principles of the organisation
  - Challenge all incidents that contravene the organisation's equal opportunities policy
  - Take a share of the board's work by offering to work on a sub-committee of the board
  - Support all decisions once they have been agreed by the board
  - Respect the confidentiality of board matters and discussions
6. An induction programme will be organised for you which will help you to get involved in the board. In addition the organisation will provide opportunities for you to meet other trustees, members of staff and familiarise yourself with the organisation, its policies, plans and financial status.
7. Your joint responsibilities with all the other trustees are to:
  - Accept legal responsibility for the workers of the organisation
  - Act as employers for the workers of the organisation
  - Decide overall policy for the organisation's work within the guidelines laid down by the members
  - Be satisfied that within the constraints of resources, the organisation is meeting its aims
  - Take a long term view of how the work of the organisation should develop
  - Try to ensure that funding for the organisation continues
  - Ensure that all trustee responsibilities delegated to paid staff and individual members of the organisation are carried out
8. Trustees are required to declare any interests which may result in conflict while they are serving on the board.



## Code of Conduct

### Selflessness

Trustees of The Organisation have a general duty to act in the best interests of The Organisation as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.

### Integrity

The Organisation trustees:

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement

### Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, The Organisations trustees should ensure that decisions are made solely on merit.

### Accountability

The Organisation Trustees

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in The Organisation
- Are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to what scrutiny is appropriate to their role.

### Openness

The Organisation Trustees:

- Should ensure that confidential material, including material about individuals, is handled in accordance with data protection
- Should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

### Honesty

The Organisation Trustees:

- Have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflicts with their trustee duties, he/she must resolve this conflict in favour of the trustee role
- Must make relevant declarations of interest in the different circumstances and roles they play both within and outside The Organisation

### Leadership

The Organisation Trustees:

- Should promote and support the principles of leadership by example



- Must respect the role of the senior member of staff. There will be circumstances under which trustees will be working directly with The Organisation staff. Guidelines for such working relationships must be clear to both staff and trustees and, when these occasions arise, the Manager/Chair should be informed in advance

**Declaration**

- I have read and understood the provisions of the Trustee Agreement
- I have read, and agree to abide to the Trustee Code of Conduct
- I have received and read the induction material for new trustees and understand my duties and responsibilities as a trustee
- I undertake to familiarise myself with the organisation's policies, objectives, plans and financial position
- I shall declare all conflicts of interest as and when they arise. If at any time these conflicts hamper my ability to perform my roles as trustee, I shall resign from the board
- I shall keep all the proceedings at trustee meetings confidential and shall not discuss any of the issues with the press/media without clearance from the Chairperson

I further declare that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under disqualification under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am, in the light of the above, not disqualified by the Charities Act 1993 section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee of The Organisation in good faith and in accordance with the law and within The Organisation objectives/mission
- I do not have any financial interests in conflict with those of The Organisation (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Signed:		Date:	
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