**TRUSTEE APPLICATION FORM**

**Please complete the Trustee application form and submit with a copy of your CV to:** **daringtodream@learningpathways.info**

**Applications to be submitted by 8th October 2021**

|  |  |
| --- | --- |
| Name |  |
| Home Address | Post Code |
| Telephone | Home |  | Mobile |  |
|  | Work |  |  |
| E-mail |  |
| Occupation |  |
| Qualifications |  |
| Which of the following skills or experience could you bring to the Board? |  |
| Welsh speaker |  | Business Management |  |
| Financial / Accounting |  | Marketing / P.R. |  |
| Fundraising |  | Social Media  |  |
| Legal |  | Content writing |  |
| Strategic Planning |  | Project Management |  |
| Quality Assurance |  | Safeguarding |  |
| Information Technology |  | Risk Management |  |
| Impact Measurement |  | Procurement/Commissioning |  |
|  | Lived patient experience  |  |  |  |

**Please indicate why you want to become a trustee of Daring to Dream and how you think your own skills and experience would enable you to fulfill the role of a Trustee as described in the Role Description (500 words)**

**Please give details of two people who would be willing to provide a reference**

|  |  |
| --- | --- |
| Name | Name |
| AddressPost Code | AddressPost Code |
| Tel | Tel |

**Trustee applicant’s declaration of eligibility:**

I 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 a disqualification order 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, considering the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
* I undertake to fulfill my responsibilities and duties as a trustee of Daring to Dream in good faith and in accordance with the law and within Daring to Dream’s objectives/mission and Code of Conduct for trustees.
* I do not have any financial interests in conflict with those of Daring to Dream (either in person or through family or business connections) except those that 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.

Signature Date

Thank you for completing this application form and for your interest in becoming a

Trustee of Daring to Dream.

This form should be marked ‘Confidential’ and returned to the Chair, Barbara Chidgey, Daring to Dream and emailed to daringtoream@learningpathways.info

*Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act and will only be used for the purpose of selection of trustees.*

**Trustee Role Profile**

Trustees are ultimately responsible for the work of Daring to Dream. You should be committed to the vision, mission, and values of the organisation.

**Main duties**

**1. Strategy**

* To provide strategic leadership for the organisation by taking part in formulating and regularly reviewing its strategic aims, setting overall policy, and evaluating performance.
* Consider the organisation as a whole and its beneficiaries, whether as a member of the Board or any of its sub-committees or working groups.
* Reflect the organisation's values, vision and principles, strategy, and major policies at all times.

**2. Scrutiny**

* To ensure that the activities, policy, and practices of the organisation are in keeping with its objects and aims.
* To ensure that the organisation complies with the legal and financial requirements of a charitable organisation and its own governing documents and strives to achieve best practice.
* As Daring to Dream grows sufficiently, to appoint the CEO and monitor their performance.
* To ensure the effective and efficient administration of the organisation, and its financial health.
* To participate in risk management oversight.
* To appoint Trustee officers to ensure the smooth and efficient running of the Board, including (once possible) posts of Chair, Vice Chair, Honorary Secretary and Honorary Treasurer.

**3. Support**

* To support the trustees (and in time, the staff) in delivering the vision and mission of the organisation.
* Be an active member of the Board in exercising its responsibilities and functions.
* Be a supportive ambassador of the charity.
* Contribute specific skills, interests, networks and support the organisation in fundraising activities.

**Expectations of Trustees**

* To uphold the charity’s values at all times.
* Willingness to devote the time and effort needed to fulfil the role.
* To contribute professional skills, technical expertise, knowledge, and experience to assist the Board to reach sound decisions to support the aims of Daring to Dream.
* To prepare for, and attend, all Board meetings. (Board meetings are held usually up to 6 times a year. Attendance is largely via video conferencing. Board papers are circulated at least a week prior to meetings).
* To participate in sub-committees and task and finish groups.
* To attend the General Meeting of Members.
* To respond in a timely manner to correspondence. Trustees must have access to, and regularly monitor their e-mail accounts, as decisions and feedback are often required to be made electronically.
* Take part in training and development sessions provided for the benefit of the Board members.
* Fulfil such other duties and assignments as may be required from time to time by the Board.

# Person Specification

* Commitment to Daring to Dream’s values and to meet appropriate behavioural standards.
* Always personally aim towards maintaining the major principles of public life: selflessness, integrity, objectivity, accountability, honesty, openness, and leadership.
* Commitment to equality, diversity, and inclusion; contributing to a positive working culture.
* Understand and accept the legal duties, responsibilities, and liabilities of trusteeship.
* Willingness and availability to devote the necessary time to your role and the charity.
* Ability to work effectively as a member of a team and to take decisions for the good of Daring to Dream.
* Strategic vision and ability to exercise independent judgement.
* Willingness to speak your mind respectfully, openly, and honestly.

# Other useful information

* Out-of-pocket expenses may be reimbursed.
* Our values are: patient-centred, inclusive, innovative, collaborative, caring and compassionate and pragmatic.