**Daring to Dream Trustee Application Form**

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

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| --- | --- |
| **Name** |  |
| **Home Address** | **Post Code** |
| **Telephone** | **Home** |  | **Mobile** |  |
|  | **Work** |  |  |
| **E-mail** |  |
| **Occupation** |  |
| **Qualifications** |  |

As recommended by the National Council for Voluntary Organisations (NCVO), the composition of Board of Trustees should be representative, diverse, and inclusive involving a distribution of membership that encompasses individual trustees who are recruited for their:

* specialist skills or knowledge
* representative of those with a stake or interest in the charity’s work
* status, influence, contacts, or public standing

In addition, they must be individuals who share a passion for the charity and its purpose.

**Your application**

Please provide evidence of each criterion you fulfill by means of at least one recent / current, relevant role / experience (within the last 3-5 years).

A minimum of one criterion to be evidenced in Section 1 and at least one criterion in section 2 from either A or B, must be evidenced.

**Section 1: Specialist Knowledge or Skills – Essential criteria**

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| --- | --- |
| **Essential criteria (applicants must evidence at least one of these to be considered)** | **Recent, and relevant experience – within the last 3 -5 years** |
| 1. Experience and expertise in strategic leadership
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| 1. Financial acumen, qualifications, experience, and expertise
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| 1. Expertise and experience in governance
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| 1. Qualifications, experience and expertise in legal matters
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**Applicants must evidence at least one criterion from the desirable criteria from either section 2 or section 3. They can evidence more than one.**

**Section 2: Specialist Knowledge or Skills – Desirable criteria**

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| --- | --- |
| **Desirable criteria** – **applicants may demonstrate additional expertise in one of these areas:** | **Recent, and relevant experience – within the last 3 -5 years** |
| 1. Expertise in strategic development of marketing (including digital) and communications
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| 1. Expertise in strategic business planning and development
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| 1. Expertise in development of organisational digital strategy
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**Section 3: Representative of those with a stake or interest in the charity’s work**

(At least one patient and at least one clinician must be part of the Board composition; these trustees will need to also need to evidence one of the four essential criteria)

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| --- | --- |
| **Desirable criteria - representative of those with a stake or interest in the charity’s work** | **Recent, and relevant experience – within the last 3 -5 years** |
| 1. Significant and current ‘lived’ patient experience that relates to physical illness, including in-hospital treatment as well as ongoing outpatient treatment
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| 1. Experienced clinician or patient-facing health professional in any specialism relating to physical illness
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**Preference will be given to applicants who are also able to evidence at least one of the desirable additional criteria in Section 3.**

**Section 3:** **Desirable addition: Status, influence, contacts, or public standing**

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| **Status, influence, contacts, or public standing** | **Recent, and relevant and current experience and networks** |
| 1. Demonstrate via current role, that they have the status, influence, contacts, or public standing to be a trustee of the charity
 |  |
| 1. Demonstrate the skills, experience, credibility, public standing, and status to be a spokesperson for the charity – in English
 |  |
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 |  |

**Please indicate why you want to become a trustee of Daring to Dream (100 words)**

**Please outline the benefits you would bring to Daring to Dream and how you think your own skills and experience would enable you to fulfill the role of a Trustee (100 words)**

**References:** Two references (one from a current employer and one from an individual who has known the applicant for more than two years and is not a relative). If the applicant is retired or not currently in employment, one reference should come from someone who has known them on a professional level.

|  |  |
| --- | --- |
| 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. Applicants must 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 always.

**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 expertise, skills, interests, networks and support the organisation in fundraising activities.

**Expectations of Trustees**

* To always uphold the charity’s values.
* Willingness to devote the time and effort needed to fulfil the role.
* To contribute professional skills and expertise, 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. Normally, attendance is via video conferencing to be inclusive and green. Board papers are circulated 5 days 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 including a prompt acceptance to all meetings.
* 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 once the charity is able to do so.
* Our values are patient-centred, inclusive, innovative, collaborative, caring and compassionate, kind, acting with integrity, trustworthy and pragmatic.