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**Trustee Application Form**

Please read the Trustee Role Description and the Code of Conduct before completing this form.

**Personal details**

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| Title:  First name(s):  Surname:  Address (for correspondence):  Postcode  Tel: Mobile:  Email: |

**Interest and motivation**

Please explain why you would like to apply for the position of trustee?

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**Employment history**

Please list below, details of any employment history including your current or most recent position and employer. (You may wish to attach a separate CV to the application form).

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**Relevant expertise**

Please provide any further information, including relevant memberships, board level positions, qualifications held or other relevant expertise which you feel may be relevant to this application.

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**References**

1. Please supply us with the names and contact details of two referees that we may contact.

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| Name:  Address:  Postcode:  Tel: (daytime)    Email: |

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| --- |
| Name:  Address:    Postcode:  Tel: (daytime)    Email: |

**DECLARATION**  
  
I declare that: (\* please delete as appropriate):

* I am / am not\* an undischarged bankrupt
* I have / have not\* previously been removed from trusteeship of a charity by a Court or the Charity Commission
* I am /am not\* under a disqualification order under the Company Directors’ Disqualification Act 1986
* I have / have not\* been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
* I am / am not\*, in the light of the above, disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this application form and for your interest in becoming a Trustee of Friend of Margam Park.

This form should be marked ‘Confidential’ and returned to Gareth Elms, Secretary, Friends of Margam Park, Margam Country Park

Margam. Neath Port Talbot, SA13 2TJ

**Please note**: that all data will be held in the strictest confidence and in compliance with the Data Protection Act of 1998 and will only be used for the purpose of selection of trustees.

**The statutory duties of a Trustee:**

**Main duty**

Under charity law Friends of Margam Park Trustees have and must accept the ultimate responsibility for directing the affairs of our charity, ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the Park and its community for which it has been set up. In law trustees of Friends of Margam Park have three particular duties — care, compliance and prudence — which are set out below following the wording given by the Charity Commission.

**Duty of care** — Trustees must:

* Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that Friends of Margam Park is well-run and efficient.
* Consider getting external professional advice on all matters where there may be material risk, or where the trustees may be in breach of their duties.

**Duty of compliance** — Trustees must:

* Ensure that Friends of Margam Park complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
* Ensure that Friends of Margam Park does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
* Comply with the requirements of other legislation and other regulators which govern the activities of Friends of Margam Park.
* Act with integrity and avoid any personal conflicts of interest or misuse of Friends of Margam Park funds or assets.

**Duty of prudence** - Trustees must:

* Ensure that Friends of Margam Park is and will remain solvent.
* Use our funds and assets reasonably, and only in furtherance of our charity’s objects.
* Avoid undertaking activities that might place the Friends of Margam Park endowment, funds, assets or reputation at undue risk.

**TRUSTEE JOB DESCRIPTION**

Friends of Margam Park works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. Friends of Margam Park Board vacancies are normally advertised. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

**Personal competencies**

Friends of Margam Park Trustees are expected to demonstrate the following personal competencies:

**ESSENTIAL**

A Knowledge of Margam Park, its history and biodiversity.

Continually promote inclusion, equal opportunities and diversity.

**Commitment**

Ability to understand and accept the duties and liabilities of being a charity Trustee.

Empathy with our vision and aims of the Friends of Margam Park

A willingness and ability to attend out fortnightly meetings and carry out any activities required of you

**Focus**

Ability to think and apply knowledge strategically

Ability to think creatively

Ability to keep mission-focused

Ability to analyse and evaluate management information and other evidence

Willingness to listen and learn and co-operate with Team of Trustees

**Communication and team working**

Ability to communicate clearly and sensitively and to take an active part in discussions

Ability to work effectively in a group

Willing to express their own opinion in a reasoned way, while also respectfully listening to the views of others

Ability to challenge constructively and ask questions appropriately

Ability use Information Communication Technologies (ICT)

**Accountability**

Ability to exercise sound and independent judgement

Willingness to make and stand by collective decisions, including those which may be unpopular

Ability to manage difficult and/or challenging situations

Ability to maintain confidentiality on confidential and/or sensitive information

**Skills and experience**

Friends of Margam Park wishes to see the following knowledge, skills and experience represented on its Board. The desired skills have been identified by the board of Trustees through a comprehensive skills audit carried out in December 2018. The following skills are desired.

**DESIRABLE**

These following skills are highly desired by the Trustee board:

* Senior level strategic management experience within a third, commercial or public sector organisation or; recent experience (within the last 5 years) of fundraising for, or in, a third sector organisation or; experience at senior level of strategic human resources or organisational development.
* Knowledge and experience of marketing or public relations in the third sector or; experience at a senior level of developing and delivering commercial services
* Experience as a trustee in a similar size or larger organisation, together with implementation of best practice in corporate governance.
* Experience within the tourist industry