**TO BECOME A MEMBER OF THE BOARD OF TRUSTEES OF AUTISM ROCKS**

**ORGANISATION PURPOSE**

To provide recreational facilities and activities, or organise recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended, the advancement of education by raising awareness of Autism and the relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage.

**ROLE PROFILE**

The duties of a Trustees of Autism Rocks:

* To ensure that the charity complies with the requirements of the law in relation to OSCR (The Office of the Scottish Charity Regulator).
* To ensure that the charity pursues its objects as defined in its constitution.
* To ensure the charity applies its resources exclusively in pursuance of its objects.
* To contribute actively to the trustee’s role in giving firm strategic direction to the staff and volunteers of Autism Rocks setting and developing policy coverage, defining goals and setting indicators and evaluating performance against agreed indicators contained within any contract or service level agreements.
* To safeguard the good name and values of Autism Rocks.
* To liaise with other appropriate bodies, departments and agencies and other bodies to further the objectives.
* To ensure the effective and efficient administration of the charity.
* To ensure the financial stability of the charity
* To protect and manage the property (both physical and intellectual) of the charity and to ensure the proper investment of funds
* To appoint (if necessary) and support a chairperson and monitor his/her performance.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they may have to help the charity reach sound decisions. This may involve scrutinising committee papers, leading discussions, focusing on key issues, providing information and guidance on new initiatives, or other issues in which the Trustee has special knowledge or expertise.

**LEGAL AND LEGISLATIVE DUTIES**

OSCR (Office of the Scottish Charity Regulator) legislation requires each of the Trustee:

## (i) to act at all times in the interests of the charity;

## (ii) to seek in good faith to ensure that the charity acts in a manner which is consistent with its purposes (as set out in its governing document or constitution);

## (iii) to act with care and diligence (defined as “the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person”);

(iv) to ensure that the charity complies with any direction, requirement, notice or duty imposed on the charity by virtue of Scottish Charity legislation.

(v) to take such steps as are reasonably practicable to ensure that any breach by a trustee of any of the above duties (or the duties in relation to conflict of interest imposed by the legislation) is corrected by the Trustee concerned and not repeated;

(vi) to take such steps as are reasonably practicable to ensure that any trustee who has been in serious or persistent breach of his/her duties, or brings the charity into disrepute, under the charities legislation is removed as a trustee.

**PERSON SPECIFICATION**

It is expected that Trustees will demonstrate:

* a commitment to the charity and its objectives
* a willingness to devote the necessary time commitment and effort
* strategic vision
* good, independent judgement
* an ability to think creatively
* a willingness to express a view and take decisions
* an understanding and acceptance of the legal duties, responsibilities, and liabilities of a Trustees
* an ability to work effectively as a member of a team
* characteristics including selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

**Additional skills and experience**

There are a wide range of skills, experience and knowledge which could be helpful to the Board.

The following is not an exhaustive list but gives some examples:

**EXAMPLE**

|  |  |  |
| --- | --- | --- |
| * Volunteer development/management | * Financial management | * communications |
| * Social enterprise development | * Managing staff | * multi-agency partnership working |
| * Charity law/Third sector Governance & policy | * Fundraising | * equalities |
| * Public sector policy & practice development | * Health & safety/risk management | * Strategic planning |
| * Research/ Monitoring and evaluation/Impact assessment | * Community development/ partnership/ regeneration | * Promotion and marketing |

Requirements will vary so colour coding is used to identify areas in which the board requires strengthening.

Green – Low priority

Amber – Medium priority

Red – High Priority

**APPLICATION PACK FOR PROSPECTIVE NOMINEES**

We welcome your interest in nomination for the Board of Trustees of Autism Rocks

Please complete the following details:

(If completing by hand, please use black ink and use block capitals)

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Contact Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Once applications have been considered, we will look to contact you as promptly as is prudent. Applications for nomination may be viewed individually and/or collectively by the Board of Trustees depending on recruitment constraints such as timescale or maintaining minimum quorum.

1. **Please tell us why you would like to join the Board of Trustees of Autism Rocks**

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**2.0 Please describe any of your past experience or skills that will enable you to fulfil the role of a trustee (See Person Specification).**

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**3.0 In what ways would you say that you fit the person specification for a role within the Board of  
 Trustees? Please offer examples to help illustrate this.**

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**4.0 Please provide any additional information here that you think would support your application.**

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**5.0 Please list any other Boards or Committees of which you are presently a member.**

**5.0 Please list any other Boards or Committees of which you are presently a member.**

|  |
| --- |
|  |

**6.0 REFERENCES**

Please provide contact details of two people who may be approached for references, who know you in a capacity that would enable them to comment on your suitability for membership to the Board of Trustees. We will contact them only with your agreement and at an appropriate stage in the recruitment process.

1) Name:

Address:

Telephone Numbers: Home……………… Work……………………….

Email Address: …………………………………………………..

In what capacity, and over what period of time, has this individual known you?

2) Name:

Address:

Telephone Numbers: Home……………… Work……………………….

Email Address: …………………………………………………..

In what capacity, and over what period of time, has this individual known you?

**Declaration**

*I declare that the information given on this application is complete and correct to the best of my knowledge. (If your application is submitted electronically and you are successful in joining the board, we will ask you to sign this at a future date).*

**Signed**……………………………………………………………………………….

**Print Name** ………………………………………………………………………….

**Date**…………………………………………………………………………………..

**8.0 DATA PROTECTION**

We take our obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process.

Data may also be used for the purpose of monitoring the effectiveness of the process, but in these circumstances, all data will be kept anonymous.

***Please return this application by email to: Gayle Brown – Youth 1st,*** [***gayle@youth1st.co.uk***](mailto:gayle@youth1st.co.uk) ***who is along with Helen Rorrison – Fife Voluntary Action is supporting the charity with Trustee Recruitment.***