



Trustee Application Form

Surname:

Forenames:

Home Address:

Work Address:

Telephone Numbers:

Email:

Can we contact you at work?

Yes ☐

No ☐

Current or most recent employment or voluntary work

What skills and experience can you offer MASKS as a trustee?



Why do you want to become a trustee?

What are your expectations of being a trustee?

Do you know of any adaptations we should make to enable you to volunteer as a trustee?

Is there anything you need to learn in order to be an effective trustee?

Email:

Please note that proof of ID will be required if your application is successful.



Trustee Declaration

I (Name)

of (address)

declare that:

I am not disqualified from acting as a trustee (see Annex A); and

I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

Signed

Date



Annex A – Disqualification Reasons

You are automatically disqualified from acting as a trustee if:

- 1) You have an **unspent** conviction for any of the following
 - a) an offence involving **deception or dishonesty**
 - b) a **terrorism** offence
 - i) to which Part 4 of the Counter-Terrorism Act 2008 applies
 - ii) under sections 13 or 19 of the Terrorism Act 2000
 - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e) an offence of **contravening a Commission Order or Direction** under s 77 of the Charities Act 2011
 - f) an offence of **misconduct in public office, perjury or perverting the course of justice** yes/no
 - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting) in relation to the offence
- 2) You are on **the sex offenders register** (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
- 3) You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
- 4) You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
- 5) You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
- 6) You have **previously been removed as an officer, agent or employee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
- 7) You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
- 8) You have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
- 9) You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
- 10) You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
- 11) You have an **individual voluntary arrangement (IVA)** to pay off debts with creditors
- 12) You are subject to a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order



- 13) You are subject to an order made under s.429(2) of the Insolvency Act 1986. (Failure to pay under a **County Court Administration Order.**)



Skills Audit

Please indicate your levels of experience/confidence in the following areas using:

✓✓✓ = if you have strong experience and can share this with the Board

✓✓ = if you have some experience but are not so confident about using this at Board level

✓ = if you have little or no experience of the area

	✓	✓✓	✓✓✓
Marketing, promotion and media liaison			
Social Media			
Fundraising and income generation			
Financial management			
Project management			
Legal issues affecting organisations in the voluntary sector, including contractual			
Organisational Development and Personnel management, including legal issues			
Operations Management, including safeguarding			
Partnership working across sectors			
Policy development			
Leadership and Governance (including Chairing)			
Strategic development and management			
ICT/CRM and web development and management			
Training delivery			
Monitoring/evaluating quality and impact of services or projects			
Audit, risk management			
Relationship management with funders and key stakeholders			
Influencing and negotiating (including contracts), commercial acumen			
Other (please specify):			

And using the same options, indicate your level of understanding and experience of the following groups:

	✓	✓✓	✓✓✓
Children with special educational needs (SEN)			
Young people with SEN 11-19			
Post 19 young people with SEN			
Trusts and Foundations			
Voluntary organisations			
Other (please specify):			

Finally, if you wish to make notes on your experience of any of the skill/issue areas identified above then please do so below.