

Recruitment Pack

Trustees

How to apply:

In the first instance please complete the application form and send this with a supporting statement describing how your skills and experience meet the requirements for the role (no longer than 2 sides of A4 please) to:

Sonia Roberts

CEO

Landau Ltd

5 Landau Court

Tan Bank

Wellington

TF1 1HE

Applications can be sent by post or returned by email to:

[sonia.roberts@landau.co.uk](mailto:sonia.roberts@landau.co.uk)

Interviews for prospective board members by arrangement.

If you are interested in becoming a Trustee but cannot commit immediately, please apply with details and we can then hold these on file until such time as you are available to meet.

**Please note these positions are voluntary and unpaid.**

Description of the role of Trustee

Accountable to the Chair of Trustees and, through them, to the other members of the Board.

Purpose of the role:

* To support the strategic direction of the charity
* To ensure the financial stability of the charity
* To protect the property of the charity
* To ensure that Landau complies with its’ governing document (The Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
* To ensure Landau pursues its’ objectives as defined in its’ governing document
* In addition to the above statutory duties, each Trustee should use any specific knowledge or experience they may have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focussing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise

Skills, qualities and competencies required

* Confirmed eligibility to serve as a Trustee
* Sound, independent judgement
* Strategic vision
* A willingness to devote the necessary time and effort
* An understanding and acceptance of the legal duties, responsibilities and liabilities of the trusteeship
* An ability to work effectively as a member of a team
* Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

**APPLICATION FORM TO BECOME A TRUSTEE ON THE LANDAU BOARD**

|  |  |
| --- | --- |
| **NAME** |  |
| **ADDRESS** |  |
|  |  |
| **TELEPHONE NUMBER** |  |
| **EMAIL** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What kind of expertise do you think you can bring to the organisation?** | | | |
| Administration |  | Background in the voluntary sector |  |
| Consultancy |  | Information technology |  |
| Organisational development |  | Legal |  |
| Equal opportunities |  | Marketing/Media/PR |  |
| Fundraising |  | Policy Implementation |  |
| Change Management |  | Customer Care |  |
| Disability |  | Financial Management |  |
| Governance |  | HR/Training |  |
| Knowledge of the community |  | Management/systems |  |
| Property Management |  | Strategic planning |  |
| Other – please specify: | | | |

**Please also enclose a CV or attach a statement not exceeding 200 words giving biographical or other information outlining your experience in the areas indicated above**

|  |
| --- |
| **Are there any particular areas of Landau’s work that you have an interest in and would like to be involved with?** |

|  |
| --- |
| **Please give the name and contact details of someone who knows you well who would be prepared to act as a referee:** |
| **Name:** |
| **Contact details:** |

**AGREEMENT AND CONSENT TO SERVE AS A CHARITY TRUSTEE**

If any of the following apply to you, you are **ineligible** to serve as a company director and charity trustee):

* If you are under 18 years of age as of the date of the AGM
* if you have an unspent conviction for any offence involving deception or dishonesty
* if you are an undischarged bankrupt, or have made ‘compositions’ with your creditors which have not been discharged, or in Scotland have had an estate sequestered
* if you have failed to make payments under a county court administration order
* if you have been removed by the Charity Commission or the High Court from being a trustee of or for any charity, or have been removed by the Court of Session in Scotland from being involved in the management of any charitable body
* if you are subject to a disqualification order under the Company Directors Disqualification Act

If you have a criminal conviction involving deception or dishonesty and are uncertain whether it is spent or unspent, a solicitor, the Probation Service or an organisation such as NACRO or Apex Trust will be able to advise. In special circumstances the Charity Commission may give consent for a person to serve as a charity trustee even if the conviction is unspent.

Before agreeing to serve as a Trustee, you should think about whether you have any conflict of interest. Examples of possible conflicts of interest are if you are employed by another organisation which might apply competitively for the same funding as this organisation, or if you are owner or partner or hold shares in a business which might provide goods or services to the organisation. Having a conflict of interest may not prohibit you from serving as a Trustee but you will have to declare it and will not be able to take part in any decision in which such conflict of interest is relevant.

Please sign and date the statement below, and send it to Sonia Roberts, CEO, Landau Ltd, 5 Landau Court, Tan Bank, Wellington, TF1 1HE

I confirm that I am willing and eligible to become a member of the Board of Trustees of Landau Ltd and

* that I am eligible to serve as a charity trustee and,
* that if appointed I am willing to make every reasonable effort to attend Board meetings, and
* I understand that if appointed I have a legal obligation to act honestly and responsibly, and always in the best interests of Landau Ltd and its beneficiaries

NAME (block capitals)

HOME ADDRESS

Phone e-mail

Date of birth (required for Company Returns)

Signature Date