

Board of Management Application/Nomination Form



Please type or use black ink and block letters

Please let Carers Link know if you need assistance in filling in this form

Your Details	
Name	
Address	
	Postcode:
Telephone (H)	
Telephone (M)	
E-mail	
Date of Birth	<i>(This information is required by Companies House)</i>
Occupation	<i>(This information is required by Companies House)</i>

Please tick one of the following 2 options:

<input type="checkbox"/>	I am making this application as an individual member of Carers Link
<input type="checkbox"/>	I am making this application as a representative of an organisation that has membership of Carers Link and this is supported by the chairperson (or equivalent). Organisation's name: Chairperson's name:

Please tick one of the following 3 options:

<input type="checkbox"/>	I would like to be co-opted to the Board of Management <i>(use this option if applying between December – September)</i>
<input type="checkbox"/>	I nominate myself to join the Board of Management <i>(use this option if applying between October-November, your application will then go straight to the members at the AGM)</i>
<input type="checkbox"/>	I have been nominated to join the Board of Management by (please insert proposer's name): and agree to my name being put forward for consideration. <i>(Also use this option if being nominated between October-November, your application will then go straight to the members at the AGM).</i>

How did you learn of this opportunity?

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Why does this role interest you?

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Your Experiences

Caring

Carers Link has identified that an understanding and real empathy gained through personal experience of caring, has been crucial in developing the organisation and building supportive relationships with Carers. Over 75% of our Board, Staff and Volunteers have caring experiences – either personally or within their family. **Please share with us any personal caring experience or your understanding of the impact that caring may have on a Carer:**

Trustee Experience

Have you been a Charity Trustee Before? If so, please list details. A Trustee includes people that have served on a Board of Management or a Management Committee of a charity or voluntary organisation.

Wider Experience

A full role description is included at the end of this form, however in essence Carers Link Board Members need:

- **Commitment:** Taking time to understand the workings of the organisation, its Board, and regularly attending meetings.
- **Conscientiousness:** Reading briefing papers thoroughly, and playing a full part
- **Confidence:** Speaking up at a meeting and expressing a point of view
- **Common Sense:** Assessing the impact of proposals on individuals and bringing an independent view to discussions
- **Courage:** Asking the question that no-one has asked, and querying why a certain approach is being recommended.
- **Clarity:** Thinking clearly, and seeking clarification where necessary.
- **Confidentiality:** Being able to respect confidences and confidential issues

It would also be useful to the organisation if you had knowledge and skills in one or more of the following areas: Caring, Business Skills, Management or HR, Legal or Financial, Fundraising and/or knowledge of the Voluntary, Health or Social Work sectors.

Please tell us (over page) your personal qualities, skills, experience and/or knowledge that you think would make you a good Board Member of Carers Link. Remember that voluntary experiences are just as important as experience gained in the workplace.

Your Experiences continued:

Continue on a separate sheet if necessary

Your Needs

Carers Link is committed to supporting our Volunteers and to make your experience as a Volunteer Board Member a positive one. Is there anything you would like to gain from being a Board Member (e.g. work experience) or is there anything that we can do to help or support you in your new role?

The Legal Bit

Conflict of Interests

Conflicts of Interest will not necessarily prevent you from becoming a Board Member, however knowing in advance will help ensure potential conflicts are more easily managed or prevented.

Are you related to any member of staff or serving Board Member? Yes No
If yes, please provide details:

Are you involved in Carers Link in any other capacity e.g. as a volunteer or user of services? If yes, please provide details: Yes No

Are you involved in any other Voluntary organisation (as a volunteer, staff member or Board Member) that provides services locally? If yes, please provide details: Yes No

Have you, a family member, or your employer, done work for, or supplied goods or services to Carers Link? If yes, please provide details: Yes No

Are you aware of any other possible conflict of interest which might arise? If yes, please provide details: Yes No

Confidential Declarations

Within Carers Link, staff and volunteers carry out work that often brings them into contact with vulnerable groups, namely children and young people, old and elderly people and people with a disability. Any Board Member responsible for the recruitment or supervision of staff are required to become members of the new **Protecting Vulnerable Groups Scheme**.

Please therefore also complete the additional form that enables you to declare any convictions or allegations before we reach the stage of scheme membership. Having a criminal record will not necessarily stop you from being a Board Member. It will depend on the nature of the position, together with the circumstances and background of the offences.

Checklist for eligibility to be a Charity Board Member

If you answer yes to any of the following questions, you are **not** able to become a Board member or charity trustee under the Charities and Trustee Investment (Scotland) Act 2005:

Are you someone with an unspent conviction for dishonesty or an offence under the Act? Yes No

Are you an undischarged bankrupt? Yes No

Are you someone who has been removed under either Scottish or English Law or the courts from being a charity trustee? Yes No

Are you a person disqualified from being a company director? Yes No

And Finally...

References

If you are seeking to be **co-opted**, please give details below of two people whom we may contact for references.

Reference 1 Name Address How is the referee known to you? Telephone: E-mail:	Reference 2 Name Address How is the referee known to you? Telephone: E-mail:
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Declaration

Carers Link aims to oppose discrimination in any form either when working with staff or volunteers, or when providing a service to Carers and their families, or indeed to any other organisation or persons involved.

By signing below, you agree to your nomination for an elected or co-opted place on the Carers Link Board of Management and agree to be bound by Company Law and Carers Link policies, in particular those covering Equalities, Employment & Health & Safety - copies of which will be provided to each new Member of the Board.

- I declare that the information I have given is true and correct.
- I agree to be bound by relevant legislation and organisational policies.
- I am aware that the information given above will be made available to current members of the Board of Management.
- I am also aware that a synopsis of this information as a 'pen portrait' may be made available to the organisation's membership (*please note however that this will not include contact details and you will be given the opportunity to approve the synopsis beforehand*)

Signature:	Date:
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Please return completed form in the envelope provided or by Freepost to the address below. Remember to mark your envelope for the attention of the CEO and as 'confidential':

FREEPOST Plus RLYC-ETCK-ZSRY

Carers Link East Dunbartonshire

Enterprise Centre, Ellangowan Road, Milngavie G62 8PH

Please note - Carers Link is registered under the **Data Protection Act** which permits the storage of your details in both manual and computer files. The information within this form will be used to comply with legislative requirements, to ensure that all Trustees act in the best interests of the charity and to inform the Board's co-opting decisions or membership election.

Appendix

Role Description

Title:	Director
Report To:	Board of Management
Term:	Directors are elected by the membership at the Annual General Meeting and serve for a 3-year term. You may serve no more than 2 consecutive periods.
Time Commitment	<p>There are currently six Board meetings including a Development Day each year, plus daytime meetings of various subgroups (some of which you will need to attend) and sometimes attendance at events.</p> <p>We estimate the role requires an average commitment of 3-5 hours per month, encompassing all Board-related business and meetings, as well as reading of e-mails or meeting papers.</p>
Preferable Skills & Experiences:	<ul style="list-style-type: none">• Enthusiasm• Prepared to make a regular time commitment• Willingness to demonstrate how you will contribute to the work of the board and vision of Carers Link either through your personal experiences, or professional work and knowledge.• Willingness to speak your mind• An ability to work effectively as a member of a team• Good, independent judgement• Be able to respect confidences and confidential issues• Knowledge and skills in one or more of the following areas: Caring, Business Skills, Management or HR, Legal or Financial, Fundraising and/or knowledge of the Voluntary, Health or Social Work sectors
Responsibilities	<p>The key Board responsibilities are to:</p> <ol style="list-style-type: none">1. Set and maintain the vision, mission and values of Carers Link2. Develop strategy to ensure that as the organisation grows, it continues to meet the needs of Carers in East Dunbartonshire3. Ensure Carers Link is run efficiently and properly by establishing and monitoring policies and employment procedures4. Ensure compliance with governing document and the law - in particular that laid out in the Company Act and by OSCR (See Board Handbook)5. Act only within the company's powers as listed in the Mem & Arts (See Board Handbook)6. Ensure that our funds are spent properly and maintain proper fiscal oversight7. Respect the role of staff8. Monitor the progress of the Strategic Plan9. Maintain effective board performance10. To promote the success of Carers Link for the benefit of the members (and Carers) as a whole
Duties	<ul style="list-style-type: none">• To attend and participate in Board Meetings (6 meetings per year)• Attendance at Annual General Meeting• To prepare for meetings by reading papers• Willingness to serve on at least one committee and actively participate• Be aware, declare and abstain from any conflict of interest