



Application Form – Trustee Role

Role and responsibilities of the Trustee

The trustees are responsible for controlling and managing the school, which operates as a charity organisation. All activities are undertaken on a purely voluntary basis.

The duties of a trustee are:

Ensure compliance

A trustee must ensure that the organization operates in accordance with:

- legislation on charities as well as the requirements imposed by the Charity Commission in a regulatory role;
- constitutional requirements, principles and objectives;
- compliance with other legal and regulatory bodies;
- requirements for board members to act honestly and to avoid personal conflicts of interest or using funds in a manner inconsistent with assumptions.

Duty of caution

The trustee must:

- keep track of the organization's activities and financial standing;
- use the funds and resources of the organization prudently and only to achieve the goals and interests of the school;
- avoid taking any action that could put the funds, resources or reputation of the school at undue risk;
- be especially careful when investing funds in the school or borrowing funds for its activities.

Duty of Care

The trustee must:

- act with the appropriate skill and care, using personal knowledge and experience for the school to be well managed and effective;
- consider using external professional advice in all matters where financial risk may arise;
- To properly discharge their obligations, trustees should be constantly aware of everything the council is doing. They should spend time on organizational matters and meet regularly with the goal of making the necessary decisions.

<p>Appointment of a new trustee requirements (based upon advice from the Charity Commission)</p>	<p>The candidate must be 18 years or older. Candidates disqualified by law (included in section 72 (1) of the Charities Act 1993) include:</p> <ul style="list-style-type: none"> - persons with a court sentence for fraud and dishonesty; - anyone who is an insolvent debtor (bankrupt); - anyone who has been removed from the function of a trustee by a court sentence or from a proxy for poor management and management of a charity; - anyone who was disqualified by an order by the Company Directors Disqualification Act 1986.
<p>Declaration of confidentiality and no criminal record</p>	<p>Statement:</p> <p>I declare that I have never been convicted or am currently under investigation for any of the above offences.</p> <p>Forename and surname:</p> <p>Date: Signature:</p> <p>Declaration to be signed in the attachment</p>
<p>Candidate's personal details</p>	<p>Full Name:</p> <p>Date of Birth: Email:</p> <p>Address:</p> <p>.....</p> <p>Number of children at the school: (school year(s)):.....</p> <p>A few words about yourself: (why do you want to be a trustee, how you can help in the role, what is your experience, etc.)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Observations (administration team only)</p>	