

**Trustee Application Form**

**CONFIDENTIAL**

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| **Name** |  |
| **Home Address including post code** |  |
| **Telephone** | **Home** |  | **Mobile** |  |
| **Work** |  |  |  |
| **E-mail** |  |
| **Occupation** |  |
| **Qualifications** |  |
| **Which of the following skills or experience could you bring to the Board of Trustees** | **Please indicate against each relevant area whether it is your principal skill by writing “P”, or a secondary skill where you have experience by writing “S”.** |
|  | **P/S** |  | **P/S** |
| **Financial / Accounting** |  | **Fundraising** |  |
| **Legal** |  | **Project Management** |  |
| **Human Resources** |  | **Information Technology** |  |
| **Mental Health** |  | **Quality Assurance** |  |
| **Strategic Planning** |  | **Risk Management** |  |
| **Business Management** |  | **Procurement / Commissioning** |  |
| **Marketing / P.R.** |  | **Impact Measurement** |  |
| **Other (please specify)** |

TRUSTEE APPLICATION FORM

Please complete this application form and submit with a copy of your CV to morag.fullard@fdamh.org.uk

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| **Please indicate why you want to become a Trustee of FDAMH and how you think your own skills and experience would enable you to fulfil the role of a Trustee and be of benefit to the organisation as described in the role description (500 words).**  |

**Trustee Skills Audit**

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| **Name:** | **Date:**  |
| **Email:**  |
| **For each of the aspects of trusteeship set out below, please indicate what level of relevant knowledge, skills or experience you feel you have in that area using the scale below. Please consider both experience gained as a trustee, if relevant, and any other experience you have.****1 – I have fundamental awareness****2 – I have limited knowledge, skills or experience****3 – I have some working knowledge, skills or experience****4 – I have extensive knowledge, skills or experience****5 – I am an expert in this area and can provide guidance** |
| **Sector Experience/Knowledge** | **1** | **2** | **3** | **4** | **5** |
| Knowledge of Mental Health  |  |  |  |  |  |
| Knowledge of Mental Health Service Delivery |  |  |  |  |  |
| Knowledge of Health & Social Care Sector |  |  |  |  |  |
| 3rd Sector Experience |  |  |  |  |  |
| Knowledge of broad public policy direction |  |  |  |  |  |
| Understanding of legislation/legislative process |  |  |  |  |  |
| Understanding, knowledge and appreciation of FDAMH, its role, purpose remit and the challenges faced in fulfilling its functions  |  |  |  |  |  |
| **Technical Skills Experience**  |  |  |  |  |  |
| Finance |  |  |  |  |  |
| Fundraising |  |  |  |  |  |
| Legal |  |  |  |  |  |
| Marketing/Public Relations |  |  |  |  |  |
| IT |  |  |  |  |  |
| Leadership and Management |  |  |  |  |  |
| Human Resources Management |  |  |  |  |  |
| Networking |  |  |  |  |  |
| Experience in developing and Implementing risk management systems |  |  |  |  |  |
| Strategy/development and implementation |  |  |  |  |  |
| Experience of working with volunteers within a structured framework |  |  |  |  |  |
| Experience of procurement and commissioning |  |  |  |  |  |
| Project Management |  |  |  |  |  |
| Quality Assurance |  |  |  |  |  |
| Community Relations |  |  |  |  |  |
| Service Development and Management |  |  |  |  |  |
| **Governance Competencies** |  |  |  |  |  |
| Director – Medium organisation (10-99 employees) |  |  |  |  |  |
| Director – Large organisation (100+ employees) |  |  |  |  |  |
| Financial Literacy |  |  |  |  |  |
| Strategic thinking/planning from a governance perspective |  |  |  |  |  |
| Executive performance management – management of the CEO |  |  |  |  |  |
| Compliance focus |  |  |  |  |  |
| Policy development |  |  |  |  |  |
| Awareness of OSCR Guidelines on Trustee Responsibilities |  |  |  |  |  |
| **Behavioural Competencies** |  |  |  |  |  |
| Team player/collaborative |  |  |  |  |  |
| Ability and willingness to challenge and probe |  |  |  |  |  |
| Common sense and sound judgement |  |  |  |  |  |
| Integrity and high ethical standards |  |  |  |  |  |
| Mentoring skills |  |  |  |  |  |
| Interpersonal skills |  |  |  |  |  |
| Listening skills |  |  |  |  |  |
| Verbal communication skills |  |  |  |  |  |
| Understanding of effective decision making process |  |  |  |  |  |
| Profile/reputation |  |  |  |  |  |
| Access to particular resources (e.g. people/funding) |  |  |  |  |  |
| Willingness and ability to devote time and energy to this role |  |  |  |  |  |
|  |  |  |  |  |  |
| **Your career related skills and experience** |
| **Other skills** Do you have skills that are/may be of use in your role as a trustee |  |
| **Motivation**Do you have a particular interest or reason for being/wanting to be a trustee of this organisation? |  |
| **Diversity**A diverse board is able to reflect and support the delivery of an organisations’ mission. Do you have specific service user experience, social or family experience, background or general interests that will help us better support the goals of the organisation? |  |
| **Area of work**Are there any areas of the work of the organisation you have a particular interest in and/or would like to become more involved in? |  |

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| **Referees** |
| Please provide contact details of two people who may be approached for references and who will be able to comment upon your suitability as a Trustee to the Board of Falkirk and District Association for Mental Health. We will request references only if you are selected for interview. |
| 1. | Name: |
| Address & post code: |
| Tel: Home: | Work: |
| Email: |
| In what capacity, and over what period of time have you known the referee? |
| 2. | Name: |
| Address & post code: |
| Tel: Home: | Work: |
| Email: |
| In what capacity, and over what period of time have you known the referee? |

**Data Protection**

Any data about you will be held in secure conditions with access restricted to those who need it in connection with your application and the selection process. Data may also be used for the purpose of monitoring the effectiveness of the recruitment process, but in these circumstances, all data will be kept anonymous.

I have read and understood the information above and at this stage do not consider that there are likely to be any impediments to my appointment: Yes [ ]  No [ ]

Name:

Signed:

Date: