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**Trustee Application Form**

Please complete this form and submit it by email to Godsal at [theglendalewomenscafe@gmail.com](mailto:theglendalewomenscafe@gmail.com)

Contact the above email if you have any questions.

**Your details**

| Full name |  |
| --- | --- |
| Address |  |
| Telephone |  |
| e-mail |  |

**Personal history and experience**

In each section, please give examples wherever possible to support your application.

**Tell us why you want to be a Trustee and how you could contribute to the work of Glendale Women’s Cafe (please limit your response to 350 words).**

**What relevant knowledge, skills and abilities would you bring to the role of Trustee?**

**Please refer to any HR, governance, funding, marketing, community development, or any other relevant experience you have (please limit your response to 350 words)**

**What does our work mean to you, why is it important, and what do you do to help achieve it? (Please limit your response to 250 words.)**

Trustees are expected to attend regular board meetings and occasional sub group meetings (if relevant), and to prepare for meetings by reading any papers issued and carrying out any necessary related research. Trustees should be prepared to commit 2-3 hours per month for board meetings and approximately 6 hours per year for any sub group in which they are involved. Meetings are currently held during cafe hours on a Tuesday 9am - 3pm.

**Please tell us how much time you are willing to commit to this role & let us know of any time restraints on when you can attend meetings.**

**Please also tell us if you require any additional support to attend meetings. Please note we can accommodate hybrid meetings.**

**Please add any other relevant information (please limit your response to 250 words)**

**References**

Please give details of two people who may be approached for a reference and who can comment on your suitability for this application:

| Name of referee 1 |  |
| --- | --- |
| Address |  |
| Phone |  |
| Email |  |
| In what capacity |  |

| Name of referee 2 |  |
| --- | --- |
| Address |  |
| Phone |  |
| Email |  |
| In what capacity |  |

**Declaration**

I declare that (please tick each item or click on the relevant box):

☐ I am willing to act as a charity trustee of the above named organisation

☐ I understand the organisation’s purpose and rules set out in its governing document

☐ I am aware of my duties and responsibilities as a charity trustee in terms of section 66 of the Charities and Trustee Investment (Scotland) act 2005 (“the 2005 Act”)

☐ I am not disqualified from being a charity trustee in terms of the 2005 Act – that is:

* + I am not an undischarged bankrupt
  + I have not granted a Protected Trust Deed (PTD)
  + I do not have an unspent conviction for an offence involving dishonesty
  + I do not have an unspent conviction for an offence under the 2005 Act
  + I have not been removed by the Court of Session under the 2005 Act (or earlier legislation) from being a charity trustee or being concerned in the management or control of any charity or body
  + I have not been removed from being a charity trustee by the Charity Commission or the High Court in England due to misconduct or mismanagement
  + I am not disqualified from being a company director

☐ I understand that it is an offence under section 26 of the 2005 Act to knowingly or recklessly provide false or misleading information.

Signature:

Date: