

**IF FOR ANY REASON YOU NEED SUPPORT IN THE COMPLETION OF THIS APPLICATION PLEASE CONTACT US ON** [**info@rainbowbedfordshire.co.uk**](mailto:info@rainbowbedfordshire.co.uk) **or VIA Instagram or Facebook**

**Rainbow Bedfordshire Events C.I.O**

**Trustee Role Application**

**Title: Trustee**

**Responsible to: Chair of Rainbow Bedfordshire Events CIO**

**Responsible for:**

**•** Acting in the capacity of a trustee under charity legislation.

**•** Ensure the necessary financial, and risk management structures are in place.

**•** Adhering to the vision, mission and values of Rainbow Bedfordshire Events CIO

**•** Ensuring compliance with the CIO constitution and strategic objectives, ensuring its long-term success

**Remuneration**

Trustees act in a voluntary capacity with a dedication to furthering our objectives, as such are not paid.

**Main areas of responsibility and specific duties**

**•** Ensure that Rainbow Bedfordshire Events CIO is governed correctly in line with legislation and that it acts within its powers

**•** Ensure all Board decisions comply with relevant legislation.

**•** Contribute to and share responsibility for the CIO Board’s decisions

**•** Set, monitor and review the short and long term objectives, strategy and performance of the CIO

**•** Show understanding of the external factors which influence the work of the CIO, such as: Government policy, welfare reform, changes within society and the economy, the changing needs of Bedfordshire LGBTQ+ residents

**•** Foster a culture which enhances commitment, enthusiasm and excellence and of working together to achieve success

**Financial Management and Control of Risk**

**•** Approve and monitor budgets for income and expenditure; the accounts, cash flow, and any grant monies obtained

• Establish and oversee a risk management framework in order to safeguard the assets and reputation of the CIO.

**•** Contribute to the review and evaluation of present and future strengths, weaknesses, opportunities and threats in both the internal and external environment, to support the development of an effective, forward looking company.

**Governance**

• Ensure that the CIO meets it legal and statutory obligations

• Ensure all decisions reflect a commitment to and compliance with Equality & Diversity and Health and Safety legislation

**Operation of the Board of Trustees**

* Work alongside other Trustees as a team to ensure that the Board operates effectively.
* Apply specialist skills, knowledge, experience, and perspectives in Board meetings to contribute and share responsibility for the Board’s decisions including its duty to exercise reasonable care, skill and independent judgement.
* Regularly attend virtual/in person/hybrid board meetings and, where required, task and finish groups
* Take an active role in Board meetings, task and finish groups and other events.

**Foster Positive and Effective Working Relationships**

* Ensure effective working relationships are developed and maintained with other members of the board, our members, and stakeholders in the interests of delivering the objectives of the CIO and in meeting the needs of the community we serve.
* Ensure that the CIO actively engages with the LGBTQ+ community to identify and to meet their aspirations and contributes to improved health and opportunities.
* Represent the CIO as required if applicable. Fully participate in learning and development relevant to the role of a Board Member
* Respect confidentiality and maintain discretion.
* Participate in the recruitment and selection of future Trustees as and when required
* Declare any relevant interests and act in accordance with the requirements of the constitution in relation to those interests.

**Time Commitment**

All Board members should be able to allocate sufficient time to the CIO to carry out their role effectively.

The Board will meet approximately every two months in the evening. Meetings are expected to last 1-2 hours. Occasionally meetings could be held at short notice (no less than 48 hours) due to unanticipated deadline e.g. funding application.

Board Members need to prepare for each meeting by reading the minutes of the previous meeting and upcoming agenda so they are able to contribute as necessary.

There will also be *opportunities* for direct involvement in delivery of CIO projects.

**Expenses**

Board members are entitled to claim reimbursement of actual expenses incurred when undertaking official duties, ie. Board Meetings. All payments will be made in line with the Board Expenses Policy.

**Trustee Person Specification**

The Board Member Person Specification is designed to give applicants an idea of the range and type of experience, skills and personal values/qualities which are considered to be relevant for them be appointed to the Board of Trustees.

**Skills and attributes;**

Listening, respecting and getting on with others, working as a team.

Be able to identify and to focus on key issues and priorities.

Strategic approach to improving what we are offering, and the process of achieving our goals.

Ability to make informed decisions and exercise clear judgement.

Share responsibility

A desire for improvement and overcoming social injustice with diplomatic determination.

**Values.**

Commitment and contribute to working toward a common goal.

Being passionate and positive about bringing improvements to the LGBTQ+ community

Acting in the best interests of Rainbow Bedfordshire Event CIO

Upholding high standards of governance

Respecting confidentiality of information

The development of your own skills and knowledge

Attending & taking an active part in Board meetings

Upholding the principles of Equality & Diversity

**Personal Statement**

Please tell us about the personal attributes, skills or experience you have which you can bring to Rainbow Bedfordshire Events C.I.O?

Please provide examples of your experience of working as part of a group including how your contribution helped and how decisions were reached.

What is your vision for the future of our organisation?

**Declaration of Eligibility to Become a Rainbow Bedfordshire Events C.I.C Board Member**

There are certain criteria which must be met in order for you to be eligible for board membership. There are certain people who cannot be, or might not be suitable to be trustees.

This is to make sure that Board appointments do not hinder the effective operation of the Board or damage the reputation of the company, as well as meeting certain legal requirements.

Please read the following criteria carefully and place a tick against each of the declarations, providing additional information where requested.

|  |  |
| --- | --- |
| I am 16+ years of age |  |
| I am not an undischarged bankrupt. |  |
| I am not currently subject to a bankruptcy restriction order or undertaking made by the court. |  |
| I am not subject to a disqualification order made by the court, or I have not given disqualification undertakings. |  |
| I am not prohibited by law from becoming a company director. |  |
| I have not made a composition arrangement with my creditors which is not being complied with |  |
| I have not been deemed to be mentally incapable under the Mental Capacity Act 2005 (qualified medical practitioner would need to provide evidence if incapacity were determined). |  |

Please read the following statement carefully and if you wish to proceed, sign and date this application form.

1. I declare that, to the best of my knowledge, the information contained in this application form is true and correct. I have read and understood the supporting documentation included with this application.

2. If appointed, I am prepared to comply with any relevant rules and obligations and to act in good faith and in the interests of Rainbow Bedfordshire Events C.I.O.

3. I understand that if the Board reasonably believes that the behaviour of one of its members is such to bring the Board or company into disrepute, action may be taken to remove/exclude that person from the Board.

4. I know that Board Members are volunteers and are currently not entitled to receive payment (other than properly incurred and evidenced expenses which will be reimbursed in line with the Board Expenses Policy).

Signature of applicant

Printed

Date