

**Trustee application form**

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| **Thank you for your interest in becoming one of our Trustees** | | | | |
| Age UK Barnet is an incorporated charity, first established over 40 years ago. The charity serves and promotes the interests of all older citizens of the London Borough of Barnet, from all walks of life and ethnic communities. | | | | |
| **What do Our Trustees do?** | | | | |
| ***The Board of Trustees has 12 essential responsibilities:*** | | | | |
| Set and maintain vision, mission and values | | | Ensure compliance with the governing document | |
| Develop strategy | | | Respect the role of staff/volunteers | |
| Establish and monitor policies | | | Maintain effective Board performance | |
| Maintain proper fiscal oversight | | | Promote the organisation | |
| Ensure accountability | | | Set up employment procedures | |
| Ensure compliance with the law | | | Select and support the chief officer | |
| **As a prospective trustee, you will be asked to sign a declaration of eligibility to ensure that you meet the legal requirements to act as a trustee. The following is a brief summary of the key elements of that declaration, in which you will be asked to confirm that you are not disqualified from acting as a charity trustee and that you:** | | | | |
| are capable of managing your own affairs | | | are not disqualified to be a company director | |
| have no unspent conviction for deception or dishonesty | | | have not been removed from office as a trustee | |
| are not an undischarged bankrupt | | |  | |
| **Please return your completed form by email or post to :**  **Jenny.coomey@ageukbarnet.org.uk**  **Age UK Barnet, Ann Owens Centre, Oak Lane, East Finchley, N2 8LT** | | | | |
| For general information on Age UK Barnet or if you have specific question about the role of an Age UK Barnet Trustee, please call  **020 8203 5040** | | | | |
| **Personal details** | | | | |
| **Title** | | **First name** | | **Last name** |
|  | |  | |  |
| **Address, including Postcode** | | | | |
| **Telephone number** | |  | | |
| **Mobile number** | |  | | |
| **E-Mail address** | |  | | |
| **Preferred form of contact** | |  | | |
| **Best time to contact you** | |  | | |
|  | | | | |
| **References** | | | | |
| **Please provide details of two people who can support your application.**  **We will let you know before we contact them.** | | | | |
|  | | | | |
| **1** | **Title** | **First name** | | **Last name** |
|  |  | |  |
| **Address, including postcode** | | | | |
| **Telephone number** | |  | | |
| **Mobile number** | |  | | |
| **E-Mail address** | |  | | |
| **Relationship to you** | |  | | |
|  | | | | |
| **2** | **Title** | **First name** | | **Last name** |
|  |  | |  |
| **Address including postcode** | | | | |
| **Telephone number** | |  | | |
| **Mobile number** | |  | | |
| **E-Mail address** | |  | | |
| **Relationship to you** | |  | | |
| **An effective board needs to draw on a wide range of experience and knowledge.**  **We appreciate that not all members will have all elements. Please provide *brief, relevant and specific examples* for each of the following areas, including appropriate dates. We are particularly interested in how you have applied the following skills:** | | | | |
| Team working | | Problem-solving | | Asking difficult questions |
| Decision-making | | Negotiation skills | | Listening skills |
| **Understanding the needs of older people** | | | | |
| **Leadership and management** | | | | |
| **Target setting and performance management** | | | | |
| **Business and commercial** | | | | |
| **Finance and investment** | | | | |
| **Commissioning and fundraising** | | | | |
| **Marketing** | | | | |
| **Understanding the needs of diverse communities** | | | | |
| **Legal and property** | | | | |
| **Press and public relations, including campaigning and advocacy** | | | | |
| **Any other information you think may be helpful.** | | | | |