

Being a Director of the Forres Area Community Trust, the community development trust for the Forres area

Information & Application Form

This document requests information about you relating to your application to becoming a Director of FACT.

Please ensure that you have read the Information & Application Pack before completing this form. We recommend that once you have read it, and the information it refers to, you have a discussion with the Chair of FACT's Board or another Director before submitting your application.

This form contains:

Personal Details

Experience and Skills

Declaration

Nomination by a Member of FACT

Personal Details

Personal Details	
Title	
Forename	
Surname	
Previous forename or surnames	
Usual residential address	
Postcode	
Telephone/mobile	
Email	
Date of birth	
Nationality (if dual please provide both)	
Occupation	
Professional qualifications, if any	
Other Director and/or Trustee positions, now or in previous 5 years	
References	

Forres Area Community Trust is a Company Limited by Guarantee, registered in Scotland as Company No: SC412275 and is a Charity registered in Scotland, No: SC044953.

FACT – Being a director

Name, address and email of first reference	
Relationship with first referee (e.g., employer)	
Name, address and email of second reference	
Relationship with second referee (e.g., employer)	

Experience and skills

This section looks at your motivation, experience and skills.

<p>Motivation, Please provide a statement of no more than 100 words summarising why members should elect you as a Director of FACT. This information may be published via the FACT website before the AGM to enable members to make an informed choice</p> <p>This should explain why you would like to be a Director of FACT and any particular interest or reasons for wanting to be a Director of FACT.</p>	
<p>Diversity A diverse board is able to reflect and support the delivery on an organisation's mission. Do you have a specific service user experience, social or family experience, background or interest that will help us to support FACT's goals?</p>	
<p>Areas of Work Are there any areas of FACT's work you have a particular interest in and/or would like to become more involved in?</p>	

Skills and Experience

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FACT – Being a director

The table below has been designed to be filled out by prospective members of the Board to help them identify the skills that they could bring to FACT.

Level of expertise 1. highly experienced 2. proficient 3. some experience 4. no experience

Skills/experience/knowledge/qualifications	Level of expertise				Comments
	1	2	3	4	
Administration					
Board experience					
Campaigning					
Change management					
Charity/voluntary experience					
Community Development					
Conflict resolution					
Customer care					
Data protection & management					
Digital, social media & websites					
Diversity					
Economic development, Enterprise/business development					
Education & Training					
Finance, Budgets & Tax					
Fundraising					
Governance					
HR and People management					
Health & Safety					
Income generation					
IT					
Leadership					
Legal					
Marketing					
Moray and Forres communities					
PR/communications					
Project management					
Property management					
Property redevelopment					
Public sector					
Relationship management					
Risk management & mitigation					

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FACT – Being a director

Rural regeneration					
Safeguarding					
Service user/beneficiary of organisation					
Social development					
Strategic planning					
Team development					
Working in partnership with other organisations					
Working with disadvantaged people					
Youth work					

Declaration

I have read and understood my duties and responsibilities in accepting a position on the Board of FACT and undertake to fulfil these duties in good faith and in accordance with the provisions of the law and its Code of Conduct.

I:

- am over 16 years of age
- agree to abide by its Code of Conduct and to formally register any relevant interests during any meetings of the Board where personal or professional interests are at stake
- agree to uphold the values and objectives of FACT, and to encourage best practice in all areas of its work
- am a person not disqualified from being a company director
- am not someone who has been removed under either Scottish or English Law, or the courts, from being a charity Trustee
- do not have an unspent conviction for dishonesty, or an offence under the Charities and Trustee Investment (Scotland) Act 2005
- am not an undischarged bankrupt
- have no financial or other relevant interest in FACT that has not been formally disclosed

I am / am not an Ordinary Member of FACT.

Signed and dated

Nomination by a FACT member

Your application needs to be supported by a nomination from a FACT member.

I confirm that I (*insert name*) am an Ordinary Member of FACT

I nominate (*insert applicant's name*) as a potential Director of FACT

Signed and dated

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FACT – Being a director

Please return your completed, signed nomination form by email to: info@forresarea.org or to Forres Town Hall, High Street, Forres. IV36 1PB to arrive no later than 9 am on 30th September.

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