**Application to become a Director of FACT**

| **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 |  |
| **First Reference** | |
| Name, address and email of reference |  |
| Relationship with referee (e.g., employer) |  |
| **Second Reference** | |
| Name, address and email of reference |  |
| Relationship with referee (e.g., employer) |  |





| **Experience and Skills**  This section looks at your motivation, experience and skills. | |
| --- | --- |
| **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  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? |  |
| **Diversity,**  A diverse board is able to reflect and support the delivery of 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? |  |
| **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? |  |

| **Skills and Experience**  The table below has been designed to be completed by prospective applicants 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 | |  | |  | |  | |  | |  | |
| 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 | |  | |  | |  | |  | |  | |

Under the General Data Protection Regulation (GDPR) (EU) 2016/679, we have a legal duty to protect any information we collect from you. In addition, we aim to ensure:

* transparency with regard to the use of data
* that any processing is lawful, fair, transparent and necessary for a specific purpose
* that data is accurate, kept up to date and removed when no longer necessary
* that data is kept safely and securely

**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 confirm the following:

* I am over 16 years of age
* I 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
* I agree to uphold the values and objectives of FACT, and to encourage best practice in all areas of its work
* I am a person not disqualified from being a company director
* I am not someone who has been removed under either Scottish or English Law, or the courts, from being a Charity Trustee
* I do not have an unspent conviction for dishonesty, or an offence under the Charities and Trustee Investment (Scotland) Act 2005
* I am not an undischarged bankrupt
* I have no financial or other relevant interest in FACT that has not been formally disclosed

I (am) / (am not) an Ordinary Member of FACT. (highlight as appropriate)

| Signed . |  | Date . |  |
| --- | --- | --- | --- |

**Nomination by a FACT member**

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

| I confirm that I | <insert name here> | am an Ordinary Member of FACT. |
| --- | --- | --- |
| I nominate | <insert name here> | as a potential Director of FACT. |

| Signed . |  | Date . |  |
| --- | --- | --- | --- |

Please return your completed, signed nomination form by email to: [info@forresarea.org](mailto:info@forresarea.org) or in person to Forres Town Hall, High Street, Forres. IV36 1PB



For Records use only

| Date application received |  |
| --- | --- |
| Board interview date |  |
| Members |  |
| Approved |  |