

## **Trustee Application Pack:**

Dear BSD member,

Thank you for expressing an interest in becoming a Trustee of the British Society of Dowers. We are always keen to hear from members interested in helping to guide and shape the Society and look forward to hearing from you. The following guide will help.

### **About becoming a Trustee.**

Trustees are required to be full members of the British Society of Dowers and are volunteers, elected by the membership, though Council has the power to co-opt Trustees at any time to serve until elected at the next AGM. A Trustee's principle role is creating and implementing the organisation's strategy. There are four one day Trustee meetings each year. Trustees will also be expected to contribute to specific working groups or projects and occasional "away days". A Trusteeship carries a legal responsibility for the governance of the organisation.

### **The statutory duties of a trustee**

Whilst the job description in the pack gives details, applicants should also see The Charity Commission's "The Essential Trustee: What you need to know"

<http://www.charitycommission.gov.uk/publications/cc3.aspx>

### **What skills are we looking for?**

The BSD Council is committed to strengthening its strategic leadership and developing the range and depth of skills at Trustee Board level. We are looking for dedicated volunteers with skills developed in a variety of backgrounds, from the corporate to the voluntary sector and possessing proven skills and achievements to lead the BSD's strategic development, positioning us to deal successfully with significant challenges and facilitate far reaching change.

Successful candidates must be able to demonstrate they can carry out the fundamental responsibilities of all BSD Trustees outlined in the job description. In addition, following a Trustee skills audit, we are looking for specific skills and experience in one of two areas that will develop the strategic capacity of the Council.

### **Specific skills and experience**

Candidates must be able to demonstrate they have one of the specific skills or experience listed below:

1. PR and marketing skills – successfully working to develop and sustain a strong public profile; facilitating cultural change; drawing on their organisational development skills and experience; and editorial experience –and /or
2. Working at Trustee Board or operational level in the not for profit or corporate setting over a number of years, with a willingness to consult with colleagues and inform Trustee Board debates and with a rounded view of current issues. Investment and financial management, law, project or programme management, human resources or organisational development.

## **The Application process**

If you are interested in applying to become a trustee of the British Society of Dowsers and you believe you are able to meet the requirements, then please email [director@britishdowsing.org](mailto:director@britishdowsing.org) with:

1. A short CV outlining your experience.
2. A supporting statement explaining how you believe your skills and experience match the requirements of the role and what you feel you will bring to the BSD Council.

or call Peter Farrall on 01684 576969 for an informal chat.

## **British Society of Dowsers**

### **Trustee job description**

#### **The statutory duties of a Trustee**

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: - the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

#### **Other duties**

In addition to the above statutory duties, each trustee should use the specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Acting as an Ambassador for the Society
- Other issues in which the trustee has special expertise

#### **Trustee person specification**

- Commitment to the organisation
- Willingness to devote the necessary time and effort – which could be several hours per week to keep up with incoming emails and correspondence, plus a minimum of four Council meetings, plus the Annual General Meeting and Conference, together with visits to BSD events, Local Associations, conference calls as necessary.

- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Uphold Nolan's seven principles of public life:  
Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Trustee Code of Conduct**

### **Organisational values**

As a trustee of the British Society of Dowsers, I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

#### **Accountability**

Everything the BSD does will be able to stand the test of scrutiny by members, public, the media, charity regulators, funders, and the courts.

#### **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within the British Society of Dowsers and equally when dealing with individuals and institutions outside it.

#### **Transparency**

The British Society of Dowsers strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, members, staff, other bodies and charity regulators.

### **Trustee Declaration:** To be signed on appointment

Additionally, I agree to the following points:

#### **Law, mission, policies**

- I will not break the law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission of the Society and consider myself its guardian.
- I will abide by its organisational policies.

#### **Conflicts of interest**

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the Council and do as it requires regarding potential conflicts of interest.

### **Person to person**

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, members, staff or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, congenial and courteous relationships with all I come into contact with in my role as trustee.

### **Protecting the organisation's reputation**

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the President. Or the Director?
- When I am speaking as a trustee of this organisation, my comments will reflect current policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, Council and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

### **Personal gain**

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

### **Council meetings**

I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the British Society of Dowsers:

- I will abide by Council governance procedures and practices.
- I will strive to attend all Council meetings, giving apologies ahead of time to the President or Director if I am unable to do so.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the Council meeting unless authorised by the Chair or Council to speak of it.

### **Enhancing governance**

- I will participate in induction and in any training and development activities for trustees.
- I will continually seek ways to improve Council governance practice.
- I will strive to appoint new trustees on the basis of merit.
- I will support the President in his/her efforts to improve his/her leadership skills.

**Leaving the board**

- I understand that substantial breach of any part of this code may result in my removal from Council and trusteeship.
- Should I wish to resign from the Council I will inform the President in advance in writing, stating my reasons for resigning.

Signed

Name of Trustee

Date