



## Embroiderers' Guild

sharing opportunities for discovery and creativity

### **The role of Trustees**

Trustees are essential to the well-being and effectiveness of the voluntary and community sector. In voluntary organisations throughout the country there is a small group of people who are responsible for developing the strategy and policy of their organisation. These are the trustees; they have individual key responsibilities, and are accountable in law for the effective management of the organisation. They are the guardians of its purpose, and are expected to work with the employed staff to direct the strategy of the organisation, and have financial oversight, plus be responsible for resources. Trustees are required to ensure the organisation stays within the law.

### **Why should you give up your time to help the Embroiderers' Guild?**

Charity trustees cannot benefit materially from their role e.g. cannot be paid or receive services.

Being a trustee offers opportunities to

- Be part of the decision making process of a national leading crafts organisation
- Use your skills and experience effectively
- Make new contacts and friends
- Develop new skills
- Get involved in the future of embroidery
- Make a difference
- Enjoy making decisions and being part of a national charity

### **Trustees' duties**

#### **Compliance**

Trustees must:

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports, annual returns and accounts as required by law.

- Ensure that the charity does not breach any of the rules set out in its Memorandum and Articles of Association and remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and regulators which govern the activities of the charity.
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

### **Duty of Prudence**

The Trustees of the charity must ensure that its finances are used appropriately, prudently, lawfully and in accordance with its objects.

Trustees must:

- Ensure that the charity is and will remain solvent.
- Use charity funds and assets reasonably, and only in furtherance of the charity's objects.
- Avoid undertaking any activities which might make the charity's funds, endowments, assets or reputation at undue risk.
- Take special care when investing the charity's funds or borrowing funds for it to use.

### **Duty of care**

Trustees must give time, thought and energy to their duty as Trustees, and make reasonable use of their skills and experience.

Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duty.
- Contribute actively to the board of trustees' role in giving firm strategic direction of the organisation, setting overall policy, defining goals and setting targets and evaluating performance against those targets.
- Scrutinise board papers and be prepared to use any specific skills they may have if required by the board.
- To safeguard the good name and values of the organisation.

It is essential there are no legal barriers to the Trustee's appointment.

Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt;
- anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
- anyone under a disqualification order under the Company Directors Disqualification Act 1986.

### **Special responsibilities**

The Chair and the Treasurer of the charity will have wider responsibilities than the other trustees. For instance, the Treasurer will ensure that proper accounts are kept, and help set financial and investment policies. The Chair, as well as helping to plan and chair trustee meetings may also be the link between the trustees and the employees and representing the charity at appropriate events. However, when it comes to making decisions about the charity, the trustees must make them together.

Please send your application form with a copy of your most recent c.v to  
Trustee application,  
Chris Berry, Chairman,  
Embroiderers' Guild,  
Apt 41,  
Hampton Court Palace,  
East Molesey,  
Surrey KT8 9AU

Please also complete the attached Equal Opportunities Monitoring Form. This will be kept separate from your application.



Embroiderers' Guild

sharing opportunities for discovery and creativity

**Application form for the role of trustee of the Embroiderers' Guild**

Name .....

Address.....  
.....

Post code .....

Telephone Home .....  
Work .....  
Mobile .....

Email address.....

What is your previous experience of working for the charitable objectives of the Embroiderers' Guild?

Why do you want to become a trustee of the Embroiderers' Guild?

What area of the Embroiderers' Guild particularly interests you?

What experience and expertise would you bring to the Board of Trustees of the Embroiderers' Guild?

Would you be available, and prepared to attend regular meetings every two months and to spend time reading the papers accompanying the agenda before the meeting?

YES                      NO                      Please circle

What is the extent of your financial expertise?

What experience have you had of marketing, PR and communications issues?

Have you had experience of developing a strategy for a charity at a national level?

Are you willing to play a substantial role in fund-raising for the Embroiderers' Guild?

Do you know of any reason which would prevent you from becoming a charity trustee?

Are there legal barriers to you becoming a Trustee?

Would you have any conflict of interest if you became a trustee of the Embroiderers' Guild?

Signed .....

Date .....

**Thank you for taking the time to complete the application form. Please take a photocopy of your application for your records.**

The Embroiderers' Guild is a registered charity (No. 234239), a registered museum with the MLA (No. 590), and a company limited by guarantee (No. 294310) registered in England (registered office Apt 41 Hampton Court Palace, Surrey KT8 9AU).



Embroiderers' Guild

## Equal Opportunities Monitoring Data

This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection legislation. The data will only be used for general statistical and monitoring purposes. The data will not be taken into account in assessing information on your application form.

Please complete and return, with your application form, in a separate envelope.

**Gender**  Male  Female

**Age**  
 16-25  26-35  36-45  46-55  56-65  Over 65

### Disability status

Do you have a disability? (The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on ability to carry out normal day-to-day activities')

Yes  No  Do not wish to declare

### Ethnic origin

Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens can belong to any of the groups indicated.

How would you describe your ethnic origin?

- |  |  |
|--|--|
| <input type="checkbox"/> British                     | <input type="checkbox"/> White and Asian                         |
| <input type="checkbox"/> Irish                       | <input type="checkbox"/> White and Black Caribbean               |
| <input type="checkbox"/> Welsh                       | <input type="checkbox"/> White and Black African                 |
| <input type="checkbox"/> English                     | <input type="checkbox"/> Any Other Mixed Background              |
| <input type="checkbox"/> Scottish                    |  |
| <input type="checkbox"/> Indian                      | <input type="checkbox"/> Caribbean                               |
| <input type="checkbox"/> Pakistani                   | <input type="checkbox"/> African                                 |
| <input type="checkbox"/> Bangladeshi                 | <input type="checkbox"/> Any Other Black Background              |
| <input type="checkbox"/> Any Other Asian Background  |  |
| <input type="checkbox"/> Chinese                     | <input type="checkbox"/> Any Other Chinese Background            |
| <input type="checkbox"/> Any Other Ethnic Background | <input type="checkbox"/> Do not wish to declare my Ethnic origin |