Digartref Cyf Treasurer Application Form

Digartref Cyf

Wendy Hughes

**To apply to become the Digartref Cyf Treasurer, please complete the form below providing relevant information.**

**When completed, please return your application to:**

Annette Greenough

Digartref Cyf

Holyhead Enterprise Centre

Kingsland

Holyhead

LL65 2HY

Tel: 01407 761653

E-mail: [annette@digartref.co.uk](mailto:annette@digartref.co.uk)

**Information about you**

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| --- | --- |
| **Name** |  |
| **Home address inc post code** |  |
| **Home telephone number** |  |
| **Mobile number** |  |
| **Email** |  |
| **Date of birth** |  |

**Your current or most recent position**

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| **Job title** |  |
| **Name of employee** |  |
| **Work address inc postcode** |  |
| **Work telephone number (if still working)** |  |

**Referee details**

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| **Name of referee** |  |
| **Address of referee inc post code** |  |
| **Contact telephone/mobile number** |  |

**Your interest in becoming the Digartref Treasurer**

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| ***Please outline why are you interested in becoming a Voluntary Treasurer with Digartref Cyf?*** |

**Professional Qualifications and/or Related Experience**

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| ***Please provide details of any financial/professional qualifications you hold or outline related financial experience you have:*** |

**Your Skills and Experience**

It is our aim to appoint a Treasurer who has the skills, abilities and experience appropriate to the needs of the organisation as a whole.

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| **Financial Management Skills and Experience inc;** an understanding of charity finances and accounts, financial legislation and regulation, knowledge of bookkeeping, accounting and financial management, financial analytic skills, financial report writing (treasurers report) |

The following section provides an opportunity for you to tell us about your skills and experience.

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| **Interpersonal Skills and Experience:** *leadership skills; excellent communicator, approachable, ability to build and maintain excellent working relationships, influencing and networking skills; offering related advice and support to the CEO, Trustees, auditor and accountants.* |

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| **Other relevant Skills, Experience and Commitment :** *supportive, offering advice and direction, understanding of the effects of homelessness on individuals, families and the wider community, uphold the values of the charity, commitment to attend Board meetings on a quarterly basis, as well as the annual board business planning way day and AGM and to be a member of the Finance Subgroup.* |

**Anything else you would like to tell us?**

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| ***Please use this space to tell us anything else that you feel is relevant.*** |

**Declaration of interests**

It is good practice for charities to ensure that prospective new trustees consider the question of possible conflicts of interest before they are appointed. As new trustees are elected by the Digartref Board of Trustee members need to be made aware of any possible conflict of interests involving prospective new trustees prior to election, so that they can take this into account when voting/reaching a decision. This is particularly important where personal interests may be significant enough to make it difficult for the individual concerned to make a full and rounded contribution to the decisions and discussions of the trustee body.

**Would you please answer the following questions to the best of your knowledge?**

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| Are you known or related to any Director/Board Member of Digartref Cyf?  **NO/YES** If yes, please give details.  Are you a principal proprietor or directly concerned with the management of any  Company, firm or practice with which Digartref Cyf does or is likely to do business with, or to whom it makes payments?  **NO/YES** If yes, please give details.  To your knowledge:  (a) Does Digartref Cyf do business with or make payments to any of your close  relatives or is it likely to do so in the future?  (b) Are any of your close relatives involved in a company, firm or practice with which  Digartref Cyf does or is likely to do business, or to whom it makes payments?  **NO/YES** If yes, please give details  To your knowledge, are you or any of your close relatives:  (i) A Digartref Cyf service user/client  (ii) An employee of Digartref Cyf  (iii) A Councillor  (iv) Been referred or seeking a service from Digartref Cyf  **NO/YES** If yes, please give details: |

**Disqualification by law from acting as a Trustee Board Member**

In January 2018, the Charity Commission published guidance in relation to the new rules on the automatic disqualification of trustees and senior managers.

One of the biggest changes made by the Charities (Protection and Social Investment) Act 2016 was to extend automatic disqualification to more circumstances and a wider range of people. The law came into force on **1 August 2018**.

A person is disqualified from acting as a charity trustee or holding a senior management position within a charity, if certain legal disqualification reasons apply to them.

Being automatically disqualified means that an individual cannot be a charity trustee. Once the condition applies, and until it ceases to apply, an individual is disqualified unless the Charity Commission gives them a waiver.

You are disqualified if you have an unspent conviction for:

* a dishonesty or deception offence disqualified from trusteeship
* particular terrorism related offences
* particular money laundering offences
* particular bribery offences
* particular offences under the Charities Act for disobeying a Charity Commission order or direction
* offences for misconduct in public office, perjury, and perverting the course of justice
* attempting, aiding or abetting these offences

### Other disqualifying reasons

You are disqualified if you:

* are subject to notification requirements under sexual offences legislation, commonly referred to as being on the sex offenders register. If these notification requirements apply to you, you are disqualified by the automatic disqualification rules, even if your offence is spent
* are currently declared bankrupt or are subject to bankruptcy restrictions or an interim order, including an individual voluntary arrangement (IVA) - limited exceptions apply
* are subject to a debt relief order under the Insolvency Act 1986, or a debt relief restrictions order, or interim order, under that Act
* are disqualified from being a company director - limited exceptions apply
* have previously been removed as a trustee, or as an officer, agent or employee of a charity by either the Charity Commission or the High Court due to misconduct or mismanagement
* have previously been removed from a position of management or control of a charity in Scotland for mismanagement or misconduct
* have been found to be in contempt of court for making, or causing to be made, a false statement - limited exceptions apply
* are a designated person under particular anti-terrorist legislation

The disqualifying reasons and the exceptions are set out in full in the [disqualifying reasons table](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820804/Disqualification_Reasons_Table_v2.odt)

It is important that you look at these full descriptions to decide if you are disqualified, and to see the limited exceptions that apply. You may need help from a legal advisor to decide whether your circumstances fall within the disqualifying reasons.

Further guidance, including in relation to waivers can be found on the link below:

<https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#summary-of-the-legal-disqualification-reasons>

You are not disqualified if your conviction is spent. You can use this [guidance from the charity Unlock](http://hub.unlock.org.uk/information/charities/) to work out when your conviction becomes spent, and so no longer disqualifies you from being a charity trustee and from holding certain senior manager positions at a charity.

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| **If any of the above apply to you, you will not be eligible to be a Digartref Cyf Board member.**  **Do any of the above apply NO/YES**  **If yes and you wish to provide additional information please use this section to do so.** |

**DBS Check**

Digartref Cyf provides services to beneficiaries who are classed as children and vulnerable adults, it therefore requires that all prospective trustees are DBS checked before being offered a position on the Board. Not all convictions will disqualify a person from becoming a trustee and some offences may be spent.

To arrange your DBS check, please contact the Company Secretary on 01407 761653. You will be advised on what forms of I.D you will need to bring with you in order to complete the check.

**GDPR Data Protection Act 2018**

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| Digartref Cyf is required by law, under data protection legislation to notify you that personal information/data it collects from you and processes, is necessary for compliance with legal and regulatory obligations.  A copy of the Data Protection Privacy Notice for Board Members/Trustees has been provided with this application form for you to read. |

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| I confirm that, to the best of my knowledge, the information contained on this form  is accurate*.*  **Signature:**  **Date:** |

**On behalf of the Board of Digartref Cyf, thank you for taking the time to complete this application**

# Digartref Cyf

# Trustee Equality and Diversity monitoring form

**Digartref Cyf** aims to meet the commitments set out in its Equality and Diversity policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of its Board membership in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. Please return the completed form with your Board member application.

**Gender** Man 🗆 Woman 🗆 Intersex 🗆 Non-binary 🗆 Prefer not to say 🗆 If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write here:

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual 🗆 Gay 🗆 Lesbian 🗆 Bisexual 🗆

Prefer not to say 🗆 If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in: