**Application to become a Trustee of the Society of Antiquaries of Scotland**

***Confidential***

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| **Surname:**  |
| **Forename(s):** |
| **Address:**  |
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| **Postcode:** |
| **Daytime Contact No: 🞏** Preferred, please tick |
| **Evening Contact No: 🞏** Preferred, please tick |
| **E-mail Address:** |

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| **References**Please supply the names, addresses and contact details (email and telephone preferable) of two people (NOT RELATIVES), whom we may contact for references for you. |
| **Name:****Email:****Address:****Postcode:****Daytime Contact:****Evening Contact:** |
| **Name:****Email:****Address:****Postcode:****Daytime Contact:****Evening Contact:** |

**Where did you hear about this position? .................................................................................**

**Declarations**

1. I declare that the information in this application is correct and truthful. If I have misled the President’s Committee, I agree to my disqualification from the selection process or immediate termination of the appointed or elected role.

2. I understand that the information provided on this form and that obtained from other relevant sources will be used to process my application to become a volunteer Trustee of the Society of Antiquaries of Scotland and to monitor the recruitment process. I understand that it may also be used to ensure compliance with the law; and for the prevention or detection of crime, to protect public funds, or in other ways as permitted by law.

I agree to the processing of my data, in accordance with the Data Protection Act 1998 (the UK’s implementation of the General Data Protection Regulation (GDPR)), by the Society of Antiquaries of Scotland.

Signature: Date:

The Charities and Trustee Investment (Scotland) Act 2005 places certain general and specific duties on Trustees (detailed in a separate document and available here: <https://www.oscr.org.uk/managing-a-charity/trustee-duties/>).

In addition, under section 69 of the Act the following are disqualified from acting as charity Trustees:

• someone with an unspent conviction for dishonesty or an offence under the Act

• an undischarged bankrupt or has a Protected Trust Deed or Debt Arrangement Scheme (DAS) to pay off debts with creditors.

• someone who has been removed under either Scottish or English Law or the courts from being a charity trustee

• a person disqualified from being a company director

It is the responsibility of individuals to ensure they are not disqualified from being a charity Trustee. Anyone who acts as a charity Trustee whilst disqualified is guilty of an offence punishable by a fine or imprisonment, or both.

I confirm that I will undertake the duties placed on Trustees and am not disqualified under the Charities and Trustee Investment (Scotland) Act 2005:

Signature: Date:

The Society Council is looking for certain competencies to add to its (Board of Trustees) skillset. We are therefore interested in your knowledge, skills and experience rather than what jobs or education you’ve had. This means that you should use this application to give examples of where you have demonstrated or used the knowledge, skills and experience outlined in the job description and person specification.

You can use examples from your working or personal life, including any voluntary work. Please make sure you give specific examples rather than just stating that you did a role / job or giving a job title because the President’s Committee will not be able to make assumptions based on this information alone.

It is helpful if you explain:

* How you gained the skills or knowledge e.g. what you did, how you did it, why you did it and what was the result?
* When you learned the skills or knowledge?
* How often you used the skill or knowledge?

**Please give examples of how you meet the essential and specialist criteria outlined below.**

 **Please feel free to expand the boxes or to provide further information on an additional sheet(s).**

This question relates to the core knowledge, skills, and experience that we expect all Trustees of the Society to possess. It is not necessary to possess all of them.

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| **Essential Knowledge, Skills, and Experience*** Knowledge and experience of voluntary sector issues
* Empathy with the heritage sector
* Willing and able to promote the success of the Society
* Good communication skills and the ability to work as part of the Board of Trustees (Council) to further the organisation’s strategic aims
* Competent computer user and able to communicate regularly by email and videoconferencing (such as Zoom or Teams)
* Able to exercise independent judgement and take reasonable care, skill and diligence in the role of Trustee
* Able to commit to seven Board of Trustees meetings a year in Edinburgh (five short and online and two longer and either online or hybrid in-person), and sometimes elsewhere in Scotland, and become a member of a sub-committee

**Using examples please tell us how you meet at least some of these criteria:** |
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The following questions relate to the specialist knowledge, skills, and experience that we have identified as important to the successful management of the Society. We expect Trustees to have strengths in at least one of these areas, but often they will be skilled across more. Those in **bold** have been prioritised for this round of applications

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| ***Specialist Knowledge, Skills, and Experience*** |
| **Please indicate in which area(s) you have strengths that you could contribute to the Society - please tick the appropriate box(es)** |
| In depth knowledge of heritage issues | ☐ | Ability and time to represent the Society in meetings/events/conferences etc. | ☐ |
| Knowledge of Scotland’s heritage | ☐ | Heritage professional | ☐ |
| Financial management  | ☐ | Building/construction development expertise | ☐ |
| **Management and development of paid staff (Human Resources)** | ☐ | Publishing management expertise | ☐ |
| **Fundraising expertise** | ☐ | Museum expertise | ☐ |
| Knowledge of legal compliance responsibilities of registered charities including OSCR | ☐ | Project development/management experience | ☐ |
| Lobbying, campaigning or advocacy skills | ☐ | Organisational development/strategy | ☐ |
| Legal expertise (please state area) | ☐ | Heritage volunteer | ☐ |
| Communications and/or PR | ☐ | Digital archiving and/or expertise | ☐ |
| **Equality, Diversity and Inclusion** | ☐ | Student or Early Career Researcher (within 5 years after last graduation) | ☐ |

This final section of this application form provides space to give examples of where you have demonstrated or used each of the specialist knowledge, skills, and experience that you have indicated you possess in the last question.

For example:

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| **Specialist knowledge, skill, or experience:***Use this space to identify the knowledge, skill or experience that you have indicated that you possess above, for example:*Successful fundraiser  |
| **Using examples please provide evidence that you possess this knowledge, skill, or experience:** |
| *Use this space to provide examples from your working or personal life that demonstrate that you possess this knowledge skill or experience. It is helpful if you explain:** *How you gained the skills or knowledge e.g. what you did, how you did it, why you did it and what was the result?*
* *When you learned the skills or knowledge?*
* *How often you used the skill or knowledge?*
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We have provided space for up to three specialist knowledge, skills or experience below. If you think that you possess more specialist knowledge, skills and experience then please duplicate these boxes or add additional pages. Please feel free to expand the boxes or provide information on additional pages.

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| **Specialist knowledge, skill, or experience:** |
| **Using examples please provide evidence that you possess this knowledge, skill, or experience:** |
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| **Specialist knowledge, skill, or experience:** |
| **Using examples please provide evidence that you possess this knowledge, skill, or experience:** |
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| **Specialist knowledge, skill, or experience:** |
| **Using examples please provide evidence that you possess this knowledge, skill, or experience:** |
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**Finally – please provide a statement including a short biography to be put on the Ballot paper for the Anniversary Meeting should your name go forward for election (MAX 200 words):**

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| **Name (as you wish it to appear with post nominals etc.):****Statement (inc short bio):** |
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***Please complete and return to:***

*Dr Simon Gilmour, Director***,** *Society of Antiquaries of Scotland – by e-mail at the address below:*

*Telephone: 07799691981 E-mail:* *director@socantscot.org*