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

***Confidential***

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| **Surname:** |
| **Forename(s):** |
| **Postnominals:** |
| **Address:** |
|  |
| **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 Council, 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:

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. Please try to include these in your supporting statement.

Skills and experience can come 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 Fellows will not be able to make assumptions based on this information alone.

**Please keep your supporting statement to around 200 words.**

Your statement will be used on the ballot form for election.

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| **Ballot form statement (c200 words max)** |
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The following 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) | ☐ |

***Please complete and return to:***

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

*Telephone: +44(0)7799691981 E-mail:* [*director@socantscot.org*](mailto:director@socantscot.org)