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

***Confidential***

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

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

The ballot paper will include a short statement from each candidate. The statement should outline relevant personal information and aspirations for your term of office.

**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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| **Four Supporting Fellows**  Please supply the names, addresses and contact details (email and telephone preferable) of four people (NOT RELATIVES), who will support your application. Supporting Fellows should not have subscription arrears; new Fellows shall have paid their initial subscription. We may contact them to confirm their support. |
| **Name:**  **Email:**  **Fellowship Number:**  **Address:**  **Postcode:**  **Daytime Contact:**  **Evening Contact:** |
| **Name:**  **Email:**  **Fellowship Number:**  **Address:**  **Postcode:**  **Daytime Contact:**  **Evening Contact:** |
| **Name:**  **Email:**  **Fellowship Number:**  **Address:**  **Postcode:**  **Daytime Contact:**  **Evening Contact:** |
| **Name:**  **Email:**  **Fellowship Number:**  **Address:**  **Postcode:**  **Daytime Contact:**  **Evening Contact:** |

**Declarations**

1. I declare that the information in this application is correct and truthful. I recognise that as a Councillor I will become a legal Trustee of the Society. 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 Society records will be used to process my application to become a volunteer Councillor 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.

3. 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:

I agree to support and promote the Values of the Society as they may from time to time be determined by Council. The current Society values are available here: <https://www.socantscot.org/society-values/>

Signature: Date:

Council is looking for certain competencies to add to its skillset. It can state its preference for candidates with those skills/experience and is therefore interested in your knowledge, skills and experience. These can come from your working or personal life, including any voluntary work.

Council has identified the following as important to the successful management of the Society. We expect applicants to have strengths in at least one of these areas, but often you will be skilled across more. Those in **bold** have been prioritised for this round of applications:

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| ***Knowledge, Skills, and Experience*** | | | |
| **Please indicate in which area(s) you have strengths that you could contribute to the Society by ticking 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 charities registered with 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 publishing | ☐ |
| Equality, Diversity and Inclusion | ☐ | Student or Early Career Researcher (within 5 years after last graduation) | ☐ |

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| **Application Checklist** |  |
| Completed personal information including contact details | ☐ |
| Completed names and contact details of four current Fellows who support application | ☐ |
| Signed declaration regarding use of personal information provided | ☐ |
| Signed declaration regarding competence to serve as a Trustee under the Charities and Trustee Investment (Scotland) Act 2005 | ☐ |
| Signed declaration to uphold the values of the Society | ☐ |
| Completed the 200-word statement for the ballot | ☐ |
| Ticked relevant competencies | ☐ |

***Please complete and return by midnight 24 September 2023 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)