

Trustee Application Form

Thank you for expressing an interest in becoming a Trustee of The Moray Society (Elgin Museum).

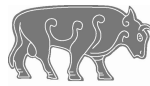
This application form aims to help you demonstrate your suitability for the role of Trustee of The Moray Society. The specific abilities and experience that we are looking for are described in our advert and in our trustee role description and person specification.

We strongly recommend that you read both the advert and the trustee role description and person specification carefully before completing your application (<https://elginmuseum.org.uk/trustees/>)

Completed application forms should be emailed to: curator@elginmuseum.org.uk

Personal Details			
First Name:		Last Name:	
Home address:			
Post code:			
Telephone number:		Mobile number:	
Email:			

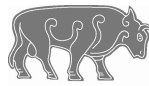
Membership of The Moray Society			
All Trustees must also be a paying member of The Moray Society – please indicate below if you are an existing member.			
Yes, I am an existing member		No, I understand that I will have to become a member in order to become a Trustee	



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Supporting Statement

Please briefly tell us why you are interested in becoming a Trustee, how you meet the specific requirements of the role profile and person specification, and what skills, experience and achievements you bring to this role.

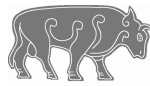


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Membership of Professional Bodies				
Date	Name of Professional Body	Status of Membership	Level of Membership	Membership No.

Directorships / Trustee Positions (please include public, private, charitable, etc). Please include current or previous.			
Directorship/Trustee	Period from/to	Name of Business/ Organisation:	Nature of Business/ Organisation:

Present or Most Recent Employment	
Job title:	

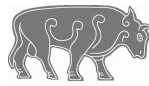


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Previous Employment/Volunteering History

(begin with the most recent for up to the last three roles).

Date From	Date To	Employer's name and address including post code	Role Title and details of post including duties, responsibilities and achievements



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References

Please supply the names, telephone number and email addresses of two referees, who can comment on your suitability for appointment to the Board. They should not be relatives.

First referee details

Referee's full name:		Referee's Tel No:	
Address:			
Postcode:			
Email address:			
How long have you known this person?			
In what capacity do you know this referee?			

Second referee details

Referee's full name:		Referee's Tel No:	
Address:			
Postcode:			
Email address:			
How long have you known this person?			
In what capacity do you know this referee?			

Data Protection

The Moray Society will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process. If your application is successful The Moray Society will process your information for the purpose of facilitating your role as a Trustee (for example, sharing information with Companies House, Office of Scottish Charity Regulator; to support grant and tender submissions; with banking institutions and insurance companies – specifically in relation to the professional indemnity insurance cover).

The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have a right to access the information that The Moray Society holds on you. If you would like to do this, please contact the Elgin Museum Convenor. For further information about our processing under Data Protection please refer to our website.

Declaration

I certify that the information I have declared in this application form is true and correct. I have not withheld any information which may affect my application to become a trustee. I understand that false information or omissions may lead to my ceasing to become or remain a trustee of The Moray Society.

I understand the data contained in this application, together with information supplied by referees and/or relevant third parties, (which may include sensitive personal data) will be used and processed for legitimate purposes connected with selection and appointment purposes, and if I become a trustee it will be used for legitimate purposes outlined above and that the information may be verified by The Moray Society, in accordance with Data Protection legislation.

I understand that this is an application for consideration by The Moray Society's Trustee Board and in line with The Moray Society's Constitution, the decision to progress my nomination will be determined by the Trustee Board.

All applicants must satisfy certain statutory requirements to become a charity trustee. You are therefore required to sign the following declaration.

By completing and signing this form, you declare that you:

- are over 18.
- are willing to act as a trustee of The Moray Society (TMS).

- understand TMS's purposes and rules set out in the governing document (<https://elginmuseum.org.uk/policies/moray-society-constitution-2021/>).
- have not received a caution or a conviction in a court of law of a serious criminal offence or any child related offence.
- are aware of your duties and responsibilities as a charity trustee set out in the Charity Commission guidance 'The essential trustee' (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>), and in terms of the Charities and Trustee Investment (Scotland) Act 2005.
- have read and understood the Charity Commission's guidance on safeguarding duties for charity trustees (<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>).
- are not prevented from acting as a trustee by the Charities Act 2016 or the Charities and Trustee Investment (Scotland) Act 2005 because you:
 - have an **unspent** conviction for any of the following:
 - a) an offence involving **deception or dishonesty**
 - b) a **terrorism** offence
 - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
 - b. under sections 13 or 19 of the Terrorism Act 2000
 - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
 - f) an offence of **misconduct in public office, perjury or perverting the course of justice**
 - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence.
 - are on the **sex offenders register** (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003).

- have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth.
- have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
- are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
- have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
- have **previously been removed as a trustee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
- have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation).
- are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity.
- are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order).
- **have an individual voluntary arrangement (IVA)** to pay off debts with creditors.
- are subject to a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order.
- are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order**).
- will inform The Moray Society promptly if, after the date of this declaration, one or more of the disqualification reasons applies to you.
- give your consent for TMS to carry out relevant checks including, if necessary, identity checks, Disclosure and Barring Service (previously CRB) checks and checks against the Charity Commission's and Office of the Scottish Charities Regulator's lists of removed or disqualified trustees.



- undertake to fulfil your responsibilities and duties as a trustee of TMS in good faith and in accordance with the law and within the objects and mission of TMS.
- understand that all trustees of TMS must sign and comply with the TMS Trustee Board Code of Conduct and must complete a Declaration of Interests form, which may be made available to members of the public on enquiry.
- understand that it is an offence under section 60(1)(b) of the Charities Act 2011 and undersection 26 of the Charities and Trustee Investment (Scotland) Act 2005 to knowingly or recklessly provide false or misleading information.

Signature:	Date:
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