



# Trustee Recruitment Pack

## Welcome from our Chair, Lina Patel, MBE

Hello

Thank you for your interest in becoming a trustee of Diversity Matters.

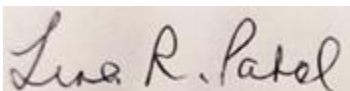
We are very proud of our organisation. The Board, the staff and the volunteers, including trustees, work hard to make our charity an organisation which provides first class services and activities. These reflect what we know are needed and wanted from our regular and inclusive consultations. We recruit locally and are committed to developing skills and confidence in our community.

We use our expertise to support other organisations, to challenge inequalities and to develop and fund existing and future work.

DMNW is an exciting and welcoming place. For me, being a trustee is a great privilege, both interesting and enjoyable.

Have a look at our website and see what a difference we make! <https://www.diversitymattersnw.org.uk/>

I look forward to meeting you.



Lina R. Patel, MBE



## Table of Contents

|                                                                  |    |
|------------------------------------------------------------------|----|
| <b>About Diversity Matters North West (DMNW)</b> .....           | 4  |
| <b>What we can offer</b> .....                                   | 8  |
| <b>Trustee Role Description and Duties</b> .....                 | 9  |
| <b>Trustee Person Specification</b> .....                        | 10 |
| <b>Chair of the Board of Trustees</b> .....                      | 11 |
| <b>Vice-Chair</b> .....                                          | 12 |
| <b>Treasurer</b> .....                                           | 13 |
| <b>Time Commitment</b> .....                                     | 14 |
| <b>Terms of Office</b> .....                                     | 15 |
| <b>Trustee Application and Recruitment Process</b> .....         | 15 |
| <b>Appendix 1: DMNW: Trustee Application Form</b> .....          | 17 |
| <b>Appendix 2: DMNW Trustee Declaration of Eligibility</b> ..... | 20 |

## About Diversity Matters North West (DMNW)

Set up in 2007, we are an award-winning independent local charity based in Hyde, recently awarded the Kings Award for Voluntary Services. We work to combat health inequalities and social exclusion, and to promote community cohesion. A [registered charity](#) (under the Charity Commission), a [company limited by guarantee](#) (under the Companies House).

We are funded by government contracts, trusts and foundations. In addition, we generate our own income through delivering fundraising activities. Visit [www.diversitymattersnw.org.uk/team](http://www.diversitymattersnw.org.uk/team) for more information on our trustees.

### We aim to

- Tackle issues that impact on people's health and well-being
- Provide targeted support for disadvantaged and excluded groups
- Promote improved community cohesion

### Our Vision

All women are equal in society, fulfilling their potential, and living their best life.

### Our Mission Statement

DMNW exists to challenge inequalities in health and wellbeing and to help predominantly, but not exclusively, South Asian women to develop their potential. We do this by delivering our own services, and through partnership with others. We provide a safe space in which women are supported to empower themselves, and each other.

### Our Values

|                      |                                                                                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EMPOWER              | •People, individually and collectively, encouraging them to build with confidence on the skills and knowledge they have.                                                                                                   |
| ENABLE               | •We don't do something for people that they can do themselves.                                                                                                                                                             |
| COMMUNITY            | •We are community focused. We involve community members in decision making, volunteering, training, and paid employment. We listen to their views, and we are informed and led by their expressed needs.                   |
| CULTURALLY SENSITIVE | •We are sensitive towards their faith and culture, although we are not faith specific.                                                                                                                                     |
| TRANSPARENT & HONEST | •Our intentions are honest and clear, ensuring that our community and our partner agencies know where they stand with us.                                                                                                  |
| CHALLENGE            | •We challenge (racial) inequalities in everything we do; in our advocacy of individual and community needs; in the data we gather and present; our partnerships; and our work in influencing the design of local services. |

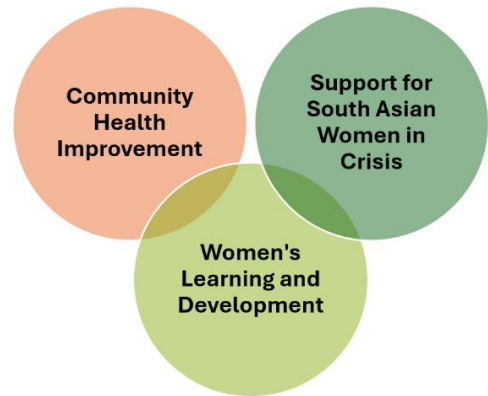
## Our Core Areas of Work

We have 3 main areas of work which are:

- 1) Community Health Improvement
- 2) Women's Learning and Development and
- 3) Support For South Asian Women In Crisis.

Many of our service users who engage with us have multiple complex support needs including mental health issues, isolation, and loneliness. This has often resulted from delayed or lack of opportunities to socialise outside the domestic space and integrate into society. By offering localised provisions, removing barriers or criteria that restrict engagement, and working with partners, we can engage with people soon after they move into the area, enabling greater integration into society, reducing the impact of isolation and poor mental well-being, so that they can take control and live their best life.

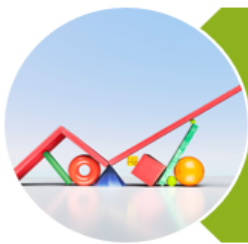
We work holistically with women, predominantly but not exclusively South Asian communities, to support and empower them to identify their needs, build their confidence and develop the skills for future employment. We work alongside the local community and service providers to reduce barriers for women experiencing racial inequalities, so that can access the services they need, and the opportunities which will allow them to progress, ultimately supporting them to fulfil their potential.



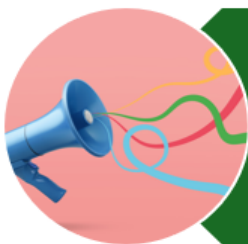
## Our Strategic Objectives



**Strategic Objective 1: Identify the needs of women and ensure appropriate and effective services are developed and made accessible.** We provide a range of services and activities that support women in times of crisis, as well helping them to build their confidence, their mental and emotional resilience, and the means to take control of their own lives and future prosperity.



**Strategic Objective 2: Ensure that we can continue to meet the needs of women.** We will develop income from diverse sources, continually monitor and review our working practices, and expand our partnerships and influence, including men as allies to ensure women are supported fully, and that we can deliver value for money to our supporters.



**Strategic Objective 3: Give voice to the experience of women.** We support women to build their confidence; to work towards a more positive future for them; and to find and use their voice to influence and improve the systems in our society, which could help women in the future.

## Where Next? Our Plans for Moving Forward<sup>1</sup>

The next 3 years are a particularly exciting time for the Charity. Plans are underway to ensure we further the charitable objects via strengthening the workforce, secure multiyear funding, increasing our fundraising efforts and platforms and working holistically with partners and commissioners to bring our vision to fruition.

| Planning & Governance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Income & Fundraising                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Convert the strategy into a shorter-term (1-3 years) operational and financial planning.</li> <li>• Identify where are the gaps in service vs funding.</li> <li>• Develop new working relationships with emerging migrant communities.</li> <li>• Present at local and GM wide platforms to strengthen partnerships and collaboration opportunities.</li> <li>• Strengthen Finance and HR knowledge and skills for trustees.</li> <li>• Streamline HR systems and processes.</li> <li>• Recruit new Chair and build a diverse Board, with key skills.</li> </ul> | <ul style="list-style-type: none"> <li>• Update our fundraising strategy to reflect short and long-term aspirations, ensuring diversity of income streams and focus on multiyear and unrestricted funds.</li> <li>• Secure funding for core services.</li> <li>• Put fundraising into service delivery plans.</li> <li>• Review feasibility of income generation platforms.</li> <li>• Explore feasibility of investments opportunities to generate fluid income stream.</li> <li>• Develop marketing strategy and pack for fundraising and sale of services.</li> <li>• Become a 'partner of choice' for organisations' who are align with our values.</li> </ul> |
| Workforce Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Develop our 'grow our own' approach and invest in workforce development for staff and volunteers.</li> <li>• Continue to budget for workforce training &amp; development.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Use community-focused data to influence and secure the future use of the current building.<sup>2</sup></li> <li>• Develop systems and process to enable services to continue and not be impacted on by the security of premises.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                               |
| Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>• Research the local community and identify unmet needs.<sup>3</sup></li> <li>• Use DMNW data to influence the design of commissioned services, for funding (immediate DMNW need), and systemic change (long-term objective).</li> <li>• Representation at local and GM wide networks</li> </ul>                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

<sup>1</sup> Taken from Business Plan 24 - 28

## Becoming a Trustee

DMNW Ltd is a company limited by guarantee governed by its Memorandum and Articles of Association dated 23/11/2007 and subsequently updated Articles dated August 2020. It is registered as a charity with the Charity Commission and is constituted under a trust deed dated 03/12/2007. The directors of the company are also charity trustees for the purpose of charity law and under the company articles, are known as members of the Board.

As a trustee for DMNW, along with the other trustees, you will become a member of the Board (the governing body), which has overall responsibility for the charity. The Board makes key decisions about the direction the charity will take and how its purposes will be carried out. It also ensures that the charity has the resources and policies it needs to do this well and to comply with legal requirements.

Trustees are individually responsible for their contribution to the charity's governance – whether it complies with the law and its policies, fulfils its objectives, and stays accountable to its service users and others. Trustees are responsible for the organisation's overall effectiveness. Decisions are made collectively by Board trustees, with trustee opinions having equal weight.

### Purpose and Function of the Board of Trustees / Directors

- To lead the organisation effectively
- To ensure the charity is carrying out its purposes for the public benefit
- To ensure the organisation follows the law and its governing document
- To ensure the organisation can meet its financial obligations and is insured.
- To manage the charity's resources responsibly
- To ensure the charity is accountable
- To keep informed of the organisation's work and wider issues that affect it.
- To help develop policies
- To ensure that staff are properly supervised and supported.
- To act in the charity's best interests
- To act with reasonable care and skill

It is **not** the role of a trustee to carry out the day-to-day activities of the charity. Most operational decisions are delegated to the CEOs, in line with their responsibilities for managing the organisation in accordance with strategic, planning and budgetary parameters and risk management strategy approved by the Board.



## The Essential Trustee: 6 main duties



See: [The Essential Trustee \(Charity Commission\)](#)

## Becoming a Trustee:

**96%** of trustees say they learned a new skill

**73 %** say becoming a trustee boosted their confidence

**84%** say being a trustee makes them happier

**22%** got a promotion as a direct result

**38%** had new leadership aspirations as a result

**86%** say it's a good complement to professional and family life

To find out more about what a trustee does you can visit <https://www.gettingonboard.org/how-to-become-a-charity-trustee>

## What we can offer

Becoming a member of our Board will give you the opportunity to put your specialist skills and knowledge at the service of a local community and to play a key role in developing and shaping the future of the charity. You will have the opportunity to develop your own skills and knowledge in relation to charity governance as well as wider social policy and voluntary-sector issues.

### Remuneration

The position of Trustee is unpaid and is not a salaried position. However, all reasonable out-of-pocket expenses incurred on charity business will be reimbursed, this includes the cost of any DBS check, childcare costs, and travel.

### Trustee Indemnity Insurance

As a charity we ensure that any risks are mitigated for, this includes having the appropriate insurance cover (up to £250,000) to protect the Board of trustees against any claims due to mismanagement in their role, as a trustee or a director, which is detrimental to the charity.

Becoming a trustee for DMNW is a great way to support your community and to learn new skills. It's a stimulating role, which puts you at the heart of our charity and its work, liaising with a team of like-minded, local people. It is something you can add to your CV. And if you're already skilled, it's a fantastic way to make a difference!



# Trustee Role Description and Duties

## 1. Essential requirements

- A commitment to the aims and values of DMNW
- An understanding of the role of the Board, the role of trustees and associated legal responsibilities, and/or a willingness to seek related support and guidance
- A commitment to ensuring that DMNW is run in accordance with its governing document, and in compliance with the law
- A commitment to ensuring that the charity is meeting the needs of the people it is set up to help (its beneficiaries)
- Attendance at Board meetings every quarter, in person or online
- Willingness to read meeting minutes and other papers in preparation for meetings
- Agreement to send apologies when unable to attend meetings
- Attend emergency working group meetings as required by the Charity to ensure compliance and support the advancement of its charitable objectives
- A commitment to participate in occasional training and development activities to be an effective trustee
- A commitment to declare any conflicts of interest at meetings

You will meet at least the essential requirements set out above. Ideally you will meet some of the following desirable characteristics.

## 2. Desirable characteristics

- Skills, knowledge or experience in at least one of the following areas:
  - Local community involvement and knowledge of the issues/ barriers which surround the community that DMNW are working with.
  - Management, or key role in the delivery, of a public service, either in the charity or the public sector
  - Management of a commercial business
  - Human resources management or employment advice and guidance
  - Accountancy or financial management
  - Property management
  - Legal advice
  - Charity Governance
  - Income generation (including fundraising, bid-writing, sponsorship)
- A willingness to consider an additional responsibility such as an officer role (Chair, Vice Chair, Secretary, Treasurer) or membership of a working group.

- A willingness to represent the organisation at functions and meetings on occasion, as appropriate.

### 3. Duties

- Provide strategic leadership
- Approving operational strategies and policies, and monitor and evaluate their implementation.
- Support and provide advice on DMNW's mission, aims and values, and activities.
- Oversee DMNW's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are identified, monitored and controlled effectively.
- Review and approve DMNW's financial statements.
- Provide support and challenge CEOs in the exercise of their delegated authority and affairs.
- Keep abreast of changes in DMNW's operating environment.
- Contribute to regular reviews of DMNW's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect DMNW's interests, to the exclusion of your own personal and/or any third-party interests.
- Contribute to the broader promotion of DMNW's aims and reputation by applying your skills, expertise, knowledge and contacts.
- Participate in DMNW's annual question & answer panel with our services users, partners and local communities as per good governance standards.

### Trustee Person Specification

- A commitment to the work of DMNW.
- A commitment to the promotion of equality, diversity and inclusion.
- A willingness to devote the necessary time and effort to be an effective trustee.
- Good, independent judgement.
- The ability to think creatively.
- Effective communication skills.
- A willingness to participate actively in discussion, to speak your mind.
- The ability to listen and engage effectively with others.

## Chair of the Board of Trustees

A Chair leads our Board, ensuring that it governs the charity effectively, in service of DMNW's mission, aims and values. The Chair leads in an inclusive way, supporting our Board to work well together, and providing support and challenge to our Chief Officers. The Chair also serves as an ambassador for DMNW.

### Chair of Trustees Role Description and Duties

#### The Role of the Chair

- To provide strategic leadership to the Charity and the Board, ensuring that DMNW achieves its mission.
- To work in partnership with the CEO's, the staff, volunteers and trustees to achieve our mission.
- To lead the Board in ensuring that it fulfils its responsibilities for the governance of DMNW.
- To optimize the relationship between the Board and DMNW's staff and volunteers.
- To plan and chair the board meetings with others as appropriate.
- To ensure full participation and engagement of all trustees.
- To act as a spokesperson and figurehead for DMNW.

#### Requirements

- Experience of being a trustee (you do not need to have been a chair before).
- A keen sense of strategic purpose.
- An inclusive leadership style, able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively, comfortable with challenge and debate and able to encourage that in others whilst fostering a collaborative board environment.
- The ability to champion DMNW's work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- The ability to be responsive to things that 'come up'.
- In addition to the above, the Chair will have the responsibilities and qualities of all trustees (see page 7)

## Vice-Chair

The role of the Vice-Chair is to provide support to the Chair and to the Board of Trustees to enable the Board to fulfil its responsibilities for the overall governance and strategic direction of DMNW.

### Vice - Chair of Trustees Role Description and Duties

#### The Role of the Vice-Chair

- To build a strong and effective working relationship with the Chair and the Board of Trustees
- To assist and support the Chair in providing leadership to the Board, also acting as a 'sounding board' to the Chair in the execution of that role.
- To support the work of the Chair, deputizing where necessary, in the execution of the Chair's duties, outlined as follows:
  - To provide strategic leadership to the Charity and the Board, ensuring that DMNW achieves its mission
  - To work in partnership with the CEO's, staff, volunteers and trustees to achieve our mission
  - To lead the Board in ensuring that it fulfils its responsibilities for the governance of DMNW
  - To optimize the relationship between the Board and DMNW's staff and volunteers
  - To plan and chair the board meetings with others as appropriate
  - To ensure full participation and engagement of all trustees.
  - To act as a spokesperson and figurehead for DMNW

#### Requirements

- Experience of being a trustee would be an advantage, otherwise an enthusiasm to learn
- A keen sense of strategic purpose
- An inclusive approach, able to inspire and support everyone to participate on an equal footing
- The ability to listen and engage effectively, comfortable with challenge and debate and able to encourage that in others, whilst supportive of a collaborative board environment
- The ability to champion DMNW's work through personal networks, social media, and other channels
- A strong personal commitment to equity, diversity and inclusion
- The ability to be responsive to things that 'come up'
- In addition to the above, the Vice-Chair will have the responsibilities and qualities of all trustees (see page 7)

# Treasurer

Along with fulfilling the duties of a trustee, the Treasurer maintains an overview of DMNW's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of DMNW.

## Treasurer Role Description and Duties

### The Role of the Treasurer

- To oversee the presentation of accounts, internal management accounts and annual financial statements to the Board of Trustees
- To ensure that proper accounting records are kept, and that appropriate accounting procedures and controls are in place
- To ensure that robust and comprehensive financial policies are in place and being implemented, and to support the development of policies covering financial reserves, and cost management
- To monitor and advise on the financial viability of DMNW
- To oversee financial controls and adherence to systems, regularly liaising with the CEO's
- To advise on the financial implications of DMNW's strategic plan, including overseeing the financial risk-management process
- To ensure investments and assets are maximized
- To lead on the appointment of and liaison with external auditors
- To oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk
- To ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies
- To keep the board informed about its financial duties and responsibilities and liaise with the CEO's to develop the financial understanding of the Board of Trustees

### Requirements

- An appropriate background relating to undertaking the role of Treasurer. A knowledge of charity finance would be an advantage. Otherwise, an enthusiasm to learn
- The ability to think strategically, and to balance risk and opportunity
- A clear communicator with the ability to bring financial information alive to people less familiar with the language of finance
- A willingness to play an active role in areas such as forecasting, setting budgets, liaising with auditors
- In addition to the above, the Treasurer will have the responsibilities and qualities of all trustees (see page 7)

## Company Secretary

The role provides a proactive professional who supports DMNW through effective board administration and regulatory compliance. Proven ability to maintain governance records, coordinate trustee activities, and uphold high standards of governance and accountability.

### Company Secretary Role Description and Duties

#### The Role of the Company Secretary

- Ensuring that DMNW remains in compliance with its own articles (objects and powers, conflicts of interest, notice of meetings, quorums, decisions, recruitment etc).
- Ensure that any decisions at general meetings, including changes to the articles, are made in accordance with legal requirements.
- Keep records of the organisation's membership
- Monitor when committee members term of office ends.
- Ensuring the maintenance of statutory registers (members, Board members, company secretaries) and records (meeting minutes and resolutions, accounts).
- Arrange Board meetings, prepare and circulate the agenda and papers.
- Keep accurate records of Board minutes – this will be also requested by Accountant as part of annual accounts.
- Ensure meetings are quorate according to DMNW articles.
- Informing Companies House promptly (within 14 days) of any changes in Board membership (appointments, resignations, changes of address) and any resolutions passed at general meetings; also supplying this information to the auditors.
- Submit Annual confirmation statements and process annual fee.
- Submitting Annual Report<sup>4</sup> and annual return to Companies House by the due dates. (Within 9 Months after financial year end).
- Updating the record of Trustee appointments.
- Liaising with the Commission on any proposed constitutional changes.
- Submitting Annual Report and annual return by the due dates. (Within 9 Months after financial year end).
- Ensuring appropriate [registration under the Data Protection Act](#).
- Overseeing compliance with [the eight Data Protection principles](#) within GDPR compliance.
- Ensuring appropriate responses to any occasional [data subject requests for information](#) or [Freedom of Information requests](#).<sup>5</sup>

#### Requirements

- Ability to organise
- Some knowledge or experience of charity and company law
- Some knowledge or experience of business and committee procedures

---

<sup>4</sup> The Annual Report is a legal term applied to the annual accounts, which will include a narrative account usually drafted by the Manager or Chair.

<sup>5</sup> Although we are not directly covered by the Freedom of Information Act, we could be asked to field an indirect request forwarded by a public-sector funder.

- Be able to exercise good independent judgement, particularly where the law or articles conflict with the wishes of the board
- You will need to spend time to read papers, and or reply to emails requiring urgent actions and to conduct the requirements with Companies House and Charities commission.
- In addition to the above, the Company Secretary will have the responsibilities and qualities of all trustees (see page 7)

## Time Commitment

Meetings are based in Hyde at the Hyde Healthy Living Centre, 20, Great Norbury Street, SK14 1BR, or trustees may attend online.

### Board Meetings

All trustees are required to attend the quarterly Board meetings at a minimum. Meetings run for up to 2 hours, from 5-7pm on a Wednesday. Dates and times are agreed and circulated in a year in advance.

Trustees may be required to attend emergency working group meetings as required by the Charity to ensure compliance and support the advancement of its charitable objectives

### Meeting Papers and Communications

Circulated at least 1 week prior to meetings via email. Hardcopies can be provided upon request. Trustees are required to familiarize themselves with meeting papers prior to the meeting. Occasional email and query responses may be required in between meetings.

### Training

Ad-hoc training will be required for trustees to attend to comply with good governance and legal requirements.

- 

## Terms of Office

If successful, Trustees are appointed for an initial term of three years and subsequently serve for further terms up to a maximum of 10 years as per the Charity's articles.

## Trustee Application and Recruitment Process

Candidates interested in becoming a trustee of DMNW should complete the appropriate application form, included at the end of this pack, and return it:

- By hand or by post to: Rehana Begum (Chief Officer & Company Secretary) Diversity Matters North West, Hyde Healthy Living Centre, 20 Great Norbury Street, Hyde SK14 1BR
- Post hard copies in a sealed envelope marked private and confidential



- Or send by email to [chiefofficer@diversitymattersnw.org.uk](mailto:chiefofficer@diversitymattersnw.org.uk)

Once received, we will:

1. Review applications and conduct basic eligibility checks.
2. Hold an informal meeting with potential candidates.
3. Submit recommendations to the trustee board
4. Candidates to be contacted regarding the outcome of Board of Trustees / Directors decision
5. Successful candidates will be informed by telephone and agree next steps of recruitment process, registration on both Charity Commission and Companies House
6. Upon successful registration, you will be emailed / posted trustee induction pack and forms to complete including dates for the Board meetings.
7. Once this process is complete, you will have an informal welcome meeting with the Chair of DMNW.

If you have any queries or would like an informal chat, please contact Rehana on 0161 368 3268.

### **Reasonable adjustments**

Disabled applicants will be supported to implement a reasonable adjustment. If you require a reasonable adjustment to take part in the application or interview process, please contact Rehana Begum (Chief Officer & Company Secretary) on [chiefofficer@diversitymattersnw.org.uk](mailto:chiefofficer@diversitymattersnw.org.uk) / 0161 368 3268 to discuss your needs.

**Note: The Board of trustees are seeking to appoint local people who are experiencing racial inequalities to join our dynamic team.**

## Appendix 1: DMNW: Trustee Application Form

### Diversity Matters North West: Trustee Application Form (F1)

Please indicate the role for which you are applying

|                   |                          |                                     |                          |
|-------------------|--------------------------|-------------------------------------|--------------------------|
| Trustee           | <input type="checkbox"/> | Vice-Chair of Trustees              | <input type="checkbox"/> |
| Chair of Trustees | <input type="checkbox"/> | Treasurer for the Board of Trustees | <input type="checkbox"/> |

Please give full answers in the last two boxes, expanding them (on a PC) or adding extra pages (manually) as needed.

|                                                     |                                                                                         |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------|
| Title                                               |                                                                                         |
| Suffix                                              |                                                                                         |
| Forenames                                           |                                                                                         |
| Middle names                                        |                                                                                         |
| Surname                                             |                                                                                         |
| Any previous surname(s)                             |                                                                                         |
| Address<br>(incl. postcode)                         |                                                                                         |
| Have you been at this address for at least 3 years? | <div>Yes      No</div> <p><i>Please circle. If no, then completed the next box.</i></p> |
| Any previous addresses<br>(incl. postcode)          |                                                                                         |
| Telephone<br>(Preferred contact number)             |                                                                                         |
| E-mail                                              |                                                                                         |
| Date of birth                                       |                                                                                         |

|                                                                                                                                                                                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Country of birth                                                                                                                                                                                                                                                           |  |
| Nationality                                                                                                                                                                                                                                                                |  |
| Ethnicity                                                                                                                                                                                                                                                                  |  |
| Current or most recent professional employment & role                                                                                                                                                                                                                      |  |
| <p>If successful, what corresponding address would you like us to use? This is where you want any letters from Companies House to go to – please remember this will also be on display publicly. You can choose to use the Charity address.</p> <p>(Please tick below)</p> |  |
| <p>Personal Address (as above) <input type="checkbox"/></p> <p>Charity Address <input type="checkbox"/></p>                                                                                                                                                                |  |
| Other relevant past experience and qualifications                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                            |  |
| <p>Why do you want to become a trustee for DMNW and what do you feel you can offer us?</p> <p>(See trustee role description)</p>                                                                                                                                           |  |
|                                                                                                                                                                                                                                                                            |  |

|                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please provide details of someone who is willing to give you a reference for this role. This can be a character reference or from a recent employer. |  |
| Name Of Referee                                                                                                                                      |  |
| Role/Relationship to You                                                                                                                             |  |
| Address                                                                                                                                              |  |
| Tel / Mobile                                                                                                                                         |  |
| Email                                                                                                                                                |  |
| <b>*Please note that referees will only be contacted after an interview</b>                                                                          |  |

Do you meet our legal eligibility requirements (attached)? YES / NO

Please Note: This position is subject to a Basic Disclosure and Barring Check in accordance with Charity Commission and DBS guidelines.

You can also download the application form here. [Jobs & Volunteering - Diversity Matters NW](#)

**Please send or email completed form to:**

[Chiefofficer@diversitymattersnw.org.uk](mailto:Chiefofficer@diversitymattersnw.org.uk), or for more information contact:

Rehana Begum (Chief Officer & Company Secretary) on 0161 368 3268.

## Appendix 2: DMNW Trustee Declaration of Eligibility



### Diversity Matters North West: Trustee Declaration of Eligibility

#### I declare that:

- I am over the age of 16
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the *Company Directors Disqualification Act 1986*
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am, in the light of the above, not disqualified by the *Charities Act 1993* (section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee in good faith and in accordance with the law and within the organisation objectives/mission
- I do not have any financial interests in conflict with those of the organisation (either in person or through family or business connections) except those which I have formally notified in a conflict-of-interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it
- I am happy to undergo a basic Disclosure & Barring Check in accordance with the requirements of this position

Signed:

Date:

**Please send or email signed and completed copy to:**

[Chiefofficer@diversitymattersnw.org.uk](mailto:Chiefofficer@diversitymattersnw.org.uk), or for more information contact:

Rehana Begum (Chief Officer & Company Secretary) on 0161 368 3268.