



# sunlight

## development trust

a company limited by guarantee and registered charity

# Trustee Application Pack



# Hello!

Thank you for your interest in becoming a Trustee of Sunlight Development Trust. We are recruiting additional Trustees to join our Board and support the Trust to achieve its strategic aims. Trustees oversee the development of the charity and the high-level delivery of its Strategic Plan and work closely with the staff team. This is an opportunity to be involved with a well-respected, community-based organisation, and there are rewarding opportunities to experience the Trust's work at first hand.

Board members work with the Trustees and management executive to provide governance and strategic leadership for the organisation; contribute specific skills and experience to strengthen the insight and expertise of the Board and support the Trust Chair and CEO to implement the delivery plan and achieve a structured approach to community engagement.

We welcome all applicants and are particularly looking for Trustees who bring skills, experience and a track record in the following areas.

- Accountancy, social finance, and investment
- The law relative to property management, contracts, charities, companies
- The performing arts, sound, and media production
- Fundraising, including grants and procurement.
- Information and communication technology

We have a strong commitment to improving diversity on the Board and hope that this recruitment campaign will attract people with varied backgrounds and experiences, who have an interest in health and social inequality and community development.

Applicants should complete and return the enclosed application form to the contact address below. Interviews will be arranged by mutual agreement and if you would like an informal conversation or visit with me, please let me know.

Yours sincerely



Adam Price

Chair: Sunlight Development Trust

Email enquiries: [chair@sunlighttrust.org.uk](mailto:chair@sunlighttrust.org.uk)

Sunlight Development Trust  
Sunlight, 105 Richmond Road  
Gillingham, Kent  
ME7 1LX  
01634 581511

## Contents

**Section 1** A guide for potential applicants for the role of Trustee

**Section 2** Treasurer role description and person specification

**Section 3** Code of Conduct for Sunlight Development Trust Board of Trustees

**Section 4** Trustee application form

**Section 5** Skills matrix

**Section 6** Trustee declaration of eligibility for newly appointed Trustees

**Section 7** Equal opportunity monitoring form

**Section 1** A guide for potential applicants for the role of Trustee

## **A duty to oversee the effective management of the resources and assets of the Trust**

The financial and physical resources – including property and equipment – must be well managed and used efficiently and economically. The Board must be satisfied that Sunlight Development Trust is properly insured and that financial affairs are properly managed. Sub-groups have delegated responsibility for matters as agreed by the Board of Trustees.

## **Accountability to the Board of Trustees and others with a legitimate interest**

The Board must ensure Sunlight Development Trust provides reports of its activities to everyone who has a legitimate interest in the organisation – such as service commissioners, funders and others. The annual report is particularly important and must be made properly and on time by law to the Charity Commission and to the Registrar of Companies).

## **Establishing a Board of Trustees that works**

The aim is a Board of Trustees that:

- Is effective and works well together, with shared vision and members who trust one another.
- Involves people who represent a broad spectrum of experience, perspectives and opinions.
- Recognises that there will be conflict and disagreement at times, but is able to deal with this and see it as a strength.
- Uses effective structures that respect and reflect differences with effective use of sub-committees and working groups.

## **In what way does the Board conduct itself?**

The Board seeks to operate in a style that reflects the ethos and objects of Sunlight Development Trust. It should foster open, honest sharing of opinion, trust between members and a collective sense of responsibility for the organisation. The contributions members make will be informed by their own skills and experience to strengthen the Board and to act in the best interests of Sunlight Development Trust and cannot be mandated by other organisations.

The Board of Trustees shall consist of not less than three members or more than fourteen members.

Up to four Trustees shall serve for a period of four years and at the end of this term an election will be held. The Trustees shall retire from office at the end of the AGM next after conclusion of their term of office and are entitled to stand for election immediately.

Nobody shall be appointed as a member of the re-election Board of Trustees who is aged less than 18 years of age or who would if appointed be disqualified under the provisions of the following clause: 'No person shall be entitled to act as a Trustee of the Board whether on a first or on any subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the trusts of the charity and within the law (Charity Act).'

## **Section 2 Treasurer role description and person specification**

### **Overall responsibilities**

Responsible to	The Chair of the Board and all stakeholders including the Charity Commission, Registrar of Companies, funding partners and other interested parties
Responsible for	CEO (via the Chair)
Term of office	Four years with the option to renew for a second term.

The Trustees are responsible for ensuring the charity delivers its mission through the Strategic Plan in partnership with the Chair, Board of Trustees, and management executive to provide governance and strategic leadership for the organisation; contribute specific skills and experience to strengthen the insight and expertise of the Board and support the Chair and CEO to implement the delivery plan and achieve a structured approach to community engagement.

### **The duties of the Board of Trustees**

- To ensure that the organisation complies with its governing document (i.e. Its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document and that the organisation applies its resources exclusively in the pursuit of its objects (i.e. The charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To contribute actively to the Board of Trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation. ensure the effective and efficient administration and financial stability of the organization.
- To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds.

### **The roles of the Treasurer**

- To present the annual report and accounts at the AGM and answer any questions from the public.
- To chair the Finance and Remuneration Committee with the CEO and Finance Manager reviewing cashflow forecasts, budgets, finance policies and procedures, reserves policy and risk register.
- To guide the Board with specific finance skills, knowledge or experience to reach sound decisions which may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.
- To uphold Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Person specification

### Essential attributes

1. An understanding of and commitment to the Trust's aims, objectives and values.
2. A knowledge of, or interest in, health and social inequality and community development
3. A willingness and ability to devote the necessary time and effort.
4. An ability to think strategically and creatively.
5. An ability to think analytically and participate objectively with good independent judgement.
6. An understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship.
7. A willingness to comply with the boundaries of the role of a Trustee and to work within the Trust's confidentiality policy.
8. Ability to communicate clearly and sensitively and to take part in discussions, working effectively in small groups.
9. Some understanding of ways in which issues of inequality and disadvantage impact on life chances.
10. A willingness to take on agreed specific tasks, projects, or responsibilities outside of meetings.
11. Skills or experience in accountancy, social finance and investment
  - a. the law relative to property management
  - b. the performing arts, sound and media productions,
  - c. fundraising including grants and procurement.
  - d. information and communication technology.

### Desirable attributes

Skills or experience in one or more of the following areas:

1. advocacy
2. health and social policy
3. service commissioning or delivery
4. community development.

## Section 3 Code of Conduct for the Board of Trustees

### Understanding Trustee codes of conduct

A Trustee code of conduct is an agreement between the organisation and individual Board members that spells out the standards of behaviour expected from Trustees. Trustees sign up to the code when they join the Board. When they do so, they are pledging to uphold its standards.

### Code of Conduct

Organisational Values	As a Trustee of the Sunlight Development Trust (SDT), I promise to abide by the fundamental values that underpin all the activity of this organisation, as set out within this Code of Conduct.
Accountability	Everything SDT does will be able to stand the test of scrutiny by the public, the media, and charity regulators, members, stakeholders, funders, Parliament, and the courts.
Integrity and Honesty	These will be the hallmarks of all conduct when dealing with colleagues within SDT and equally when dealing with individuals and external organisations.
Transparency	SDT strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

### Additionally, I agree to the following points:

Law, mission, policies	<ol style="list-style-type: none"> <li>1. I will not break the law or go against charity regulations in any aspect of my role as Trustee.</li> <li>2. I will support the mission and consider myself its guardian.</li> <li>3. I will abide by organisational policies.</li> </ol>
Conflicts of Interest	<ol style="list-style-type: none"> <li>1. I will always strive to act in the best interests of the organisation.</li> <li>2. I will declare any potential conflict of interest, or any circumstance that might be viewed by others as a conflict of interest as soon as it arises.</li> <li>3. I will submit to the judgment of the Board and do as it requires regarding potential conflicts of interest.</li> </ol>
Person to Person	<ol style="list-style-type: none"> <li>1. I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow Trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact within my role as Trustee.</li> <li>2. I will strive to establish respectful, collegial, and courteous relationships with whom I come into contact within my role as Trustee.</li> </ol>
Protecting the organisation's reputation	<ol style="list-style-type: none"> <li>1. I will not speak as a Trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the CEO or Chair.</li> <li>2. When prior consent has not been obtained, I will inform the Chair or CEO at once when I have spoken as a Trustee of this organisation to the media or in a public forum.</li> <li>3. When I am speaking as a Trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.</li> <li>4. When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.</li> <li>5. I will respect organisational, Board and individual confidentiality</li> <li>6. I will take an active interest in the organisation's public image, noting news</li> </ol>

	articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.
Personal Gain	<ol style="list-style-type: none"> <li>1. I will not personally gain materially or financially from my role as Trustee, nor will I permit others to do so because of my actions or negligence.</li> <li>2. I will document expenses and seek reimbursement according to procedure.</li> <li>3. I will not accept gifts or hospitality without prior consent of the Chair.</li> <li>4. I will use organisational resources responsibly, when authorised, in accordance with procedure.</li> </ol>
In the Boardroom	<ol style="list-style-type: none"> <li>1. I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by SDT. I will abide by board governance procedures and practices.</li> <li>2. I will strive to attend all Board meetings, giving apologies ahead of time to the Chair if unable to attend.</li> <li>3. I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.</li> <li>4. I will honour the authority of the Chair and respect their role as meeting leader.</li> <li>5. I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.</li> <li>6. I will accept a majority Board vote on an issue as decisive and final.</li> <li>7. I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or Board to speak of it.</li> </ol>
Enhancing Governance	<ol style="list-style-type: none"> <li>1. I will participate in induction, training and development activities for Trustees.</li> <li>2. I will continually seek ways to improve Board governance practice.</li> <li>3. I will strive to identify good candidates for Trusteeship and appoint new Trustees on the basis of merit.</li> <li>4. I will support the Chair in his/her efforts to improve their leadership skills.</li> <li>5. I will support the Chief Executive Officer in their executive role and, with my fellow Board members, seek development opportunities for them</li> </ol>
Leaving the Board	<ol style="list-style-type: none"> <li>1. I understand that substantial breach of any part of this code may result in my removal from the Trustee Board.</li> <li>2. Should I resign from the Board I will inform the Chair in advance in writing, stating my reasons for resigning.</li> <li>3. Additionally, I will participate in an exit interview.</li> </ol>

<b>Signed</b>	<b>Role</b>
<b>Print Name</b>	<b>Dated</b>

## Section 4 Confidential Trustee application form



**Personal details**

Title		Date of Birth*	
First Name		Surname	
Home Address		Daytime phone	
		Evening phone	
		Mobile	
		Email	

**Provide a brief summary of relevant employment and/or work experience**

Organisation and address	
Position held	
Brief Description of responsibilities	
Dates (from-to)	

Organisation and address	
Position held	
Brief Description of responsibilities	
Dates (from-to)	

**Describe any involvement you currently have, or have had in the past, in the third sector (civil society) in either a paid or voluntary capacity. Also provide any information you can about your involvement with or relationship to the local community.**

**Describe why you are interested in becoming a Trustee, and what skills, interests, experience or qualifications you feel you can bring to Sunlight Development Trust.**

**Please complete and submit the skills matrix in section 5 along with your application form.**

Please detail any Trustee-related training you have completed	Dates

Are you willing to attend Trustee-related training?

- Yes
- No

**Please disclose here any activities you are involved in which might result in a conflict of interests.**

**Referees**

It is our policy to take up two references prior to making Trustee appointments. We will only make contact with your referees with your express permission, after interview.

Referee #1		Referee #2	
Name		Name	
Telephone		Telephone	
Email address		Email address	

**I confirm that all the information given in this application is correct.**

Name	Signature	Date

Applications should be marked “Private & Confidential” and sent to: Adam Price, Chair of The Board of Trustees, Sunlight Development Trust, Sunlight Centre, 105 Richmond Road, Gillingham, Kent, ME7 1LX  
[chair@sunlighttrust.org.uk](mailto:chair@sunlighttrust.org.uk)

## Section 5 Skills assessment matrix

Please complete the section most relevant to your own experience, but feel free to complete other sections should you wish to do so.

Each table indicates priority skills, knowledge and experience for this organisation:

- Accountancy, social finance and investment
- The law relative to property management, contracts, charities, companies
- The performing arts, sound and media production
- Fundraising including grants and procurement
- Information and communication technology

*The rows on the left indicate where or how potential Trustees may have gained insight into the area highlighted in bold text. There is no expectation that applicants would have gained experience in more than one or two of the relevant areas.*

### **Accountancy, social finance and assessment**

Personal experience as a beneficiary	
Experience as a trustee	
Experience through employment or training	
Experience as a volunteer	
Evidence of commitment	
Additional information you wish to add	

Personal experience as a beneficiary	
Experience as a trustee	
Experience through employment or training	
Experience as a volunteer	
Evidence of commitment	
Additional information you wish to add	

**The performing arts, sound and media production**

Personal experience as a beneficiary	
Experience as a trustee	
Experience through employment or training	
Experience as a volunteer	
Evidence of commitment	
Additional information you wish to add	

**Fundraising including grants and procurement**

Personal experience as a beneficiary	
Experience as a trustee	
Experience through employment or training	
Experience as a volunteer	
Evidence of commitment	
Additional information you wish to add	

**Information and communication technology**

Personal experience as a beneficiary	
Experience as a trustee	
Experience through employment or training	
Experience as a volunteer	
Evidence of commitment	
Additional information you wish to add	

## Section 6 Declaration of eligibility for Trustees



**I declare that I am not disqualified from acting as a Charity Trustee and that:**

1. I do not have unspent convictions relating to any offence involving deception or dishonesty.
2. I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted trust deed for, my creditors (ignore if discharged from such arrangement).
3. I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to any order made under section 429(b) of the insolvency Act 1986.
4. I have not been removed from being a Charity Trustee or Trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under section 7 of the Law reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.
5. I am not subject to a Disqualification Order under the Criminal Justice and Court Services Act 2000.
6. I am not disqualified under the Protection of Vulnerable Adults List.

Name	Signature	Date
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## Section 8 Equal opportunities

Sunlight Development Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of those involved in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential and be stored securely. Access to this information will be limited to those responsible for personnel matters in the organisation. Please return the completed form marked **'Strictly Confidential'** to Sandra Merchant, Sunlight Development Trust, Centre Manager, 105 Richmond Road, Gillingham, Kent ME7 1LX [sandra.merchant@sunlighttrust.org.uk](mailto:sandra.merchant@sunlighttrust.org.uk)

**How old are you?**

- 16-24  
  25-34  
  35-44  
  45-54  
  55-64  
  65-74  
  74-84  
  85+

**Do you identify as..?**

- Male  
  Female  
  Non-Binary  
  Trans  
  Rather not say

**Does your gender identity match your birth sex?**

- Yes  
  No  
  Rather not say

**What is your relationship status?**

- Single  
  Married  
  Partnered  
  Widowed  
  Rather not say

**Which of the following best describes your ethnicity or background?** Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

**White/Multiple Heritage**

- |   |  |
|---|--|
| <input type="checkbox"/> English/Welsh/Scottish/N Irish | <input type="checkbox"/> White and Black Caribbean |
| <input type="checkbox"/> Irish                          | <input type="checkbox"/> White and Black African   |
| <input type="checkbox"/> Gypsy or Irish Traveler        | <input type="checkbox"/> White and Asian           |
| <input type="checkbox"/> Other White                    | <input type="checkbox"/> Other Multiple Heritage   |

**Black or Black British**

- Caribbean
- African
- Other
- Chinese

**Asian or British Asian**

- Indian
- Pakistani
- Bangladeshi

**Other Ethnic Group**

- Other Asian
- Arab
- Other

**Do you have any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more?**

- Yes       No       Rather not say

If yes, what is the effect or impact of your disability or health condition on you?  
Please write in here:

**What is your sexual orientation?**

- Heterosexual    Gay man    Lesbian       Bisexual       Rather Not Say

If you prefer to use your own term, please specify here .....

**Which of the following best describes your current working status?**

- |  |   |
|--|---|
| <input type="checkbox"/> Employed full time              | <input type="checkbox"/> Student                            |
| <input type="checkbox"/> Employed part time              | <input type="checkbox"/> Permanently sick/disabled          |
| <input type="checkbox"/> Self-employed full time         | <input type="checkbox"/> Temporarily sick (no job to go to) |
| <input type="checkbox"/> Self-employed part time         | <input type="checkbox"/> Looking after the home             |
| <input type="checkbox"/> Unemployed and looking for work | <input type="checkbox"/> Caring for family members          |
| <input type="checkbox"/> Unemployed/not looking for work | <input type="checkbox"/> Retired or semi-retired            |